



CITY COUNCIL MINUTES

Tuesday, December 8, 2015

REGULAR MEETING OF THE CARTERVILLE CITY COUNCIL

The meeting was held at the Carterville Community Center with Mayor Bradley M. Robinson presiding. He called the meeting to order at 7:01 p.m.

ROLL CALL

Bradley M. Robinson	Mayor	Present
Michele A. Edwards	City Clerk	Present
Khristina Hollister	Deputy City Clerk	Absent
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
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, Codes Enforcement and Building Inspector; Bud Edwards, Street and Maintenance Supervisor; Jerry Humble, Citizen; Jennifer Gerlock, Owner of Scavenger Hunt; William Bateman, The Courier; Janice McConaughy, HR Specialist; Retia Watson, Acting as Deputy City Clerk; Donnie Smoot, Crawford and Associates; Marvin Oetjen, Kamper Supply; Kyle Houseright, Parks and Cemetery Supervisor; Heather Reno, Police Chief; and Mike and Ronda Robinson.

Motion 1: Oetjen moved and Emery seconded to *approve the minutes* of the November 10, 2015 regular Council Meeting as presented. A roll vote was taken, and all present voted yea. The Mayor declared the motion carried.

Mark Carney, City Treasurer, was not present to present the Treasurer's Report. The Mayor distributed this report on Monday for Council review and asked the Council for questions before a motion is made.

Motion 2: Liebenrood moved and Emery seconded to approve the *November 2015 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

*The Mayor called for questions and/or comments on the monthly bills list. Gentry asked for an explanation of the bills for **Watermark Auto Group** for the Fire Department. Ton Rains explained that these bills were for parts for the diesel fire truck. The bill from **Hess Septic Cleaning** was questioned by James Houseworth and Edwards explained that this expense varies depending on the use of the park and the infiltration of rain water into the holding tank. Houseworth questioned the possibility of connecting this restroom to City sewer and the Mayor explained that it is not accessible.*

Motion 3: Emery moved and Houseworth 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 Oetjen seconded to pay the cleaning bill to *E & K Cleaning Service* for 16 cleanings at the Community Center in the amount of \$1,120.00. 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

*Kyle Houseright, **Parks Department**, indicated he had no additional needs. However, the Mayor explained that the cameras are installed and operational at the parks and we are advertising for new carpet/flooring at the Community Center. The Mayor suggested that we open bids and have a Special Meeting on December 29, 2015 to approve the bid for flooring. The Pre-Bid meeting will be held on December 17, 2015 at 2:00 p.m. and bids will be opened on December 29, 2015 at 5:00 p.m. This will be for late January installation.*

*Ron Rains, **Fire Chief**, presented a request for a **new antenna for the Fire Station** to be installed on top of the existing tower at a cost of \$1,320.00 from Novacom which will help with transmissions for Coal Belt and other mutual aid calls.*

Motion 5: Gooden moved and Gentry seconded to approve the *purchase of an antenna* for the Fire Station from Novacom at a cost of \$1,320.00. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried

*Police Chief Reno and Fire Chief Rains requested a **review of holiday pay for part-time staff** and asked for a flat rate of \$20.00 for part-time staff on holidays. Both departments have issues with filling holiday shifts with part-time personnel and not paying them holiday pay. There was a lengthy discussion regarding staffing for holiday shifts.*

Motion 6: Brinkley moved and Helfrich seconded to authorize *Fire and Police Departments* to pay *part-time personnel* \$20.00 an hour for working on holidays. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried

The **F.O.P. contract** has been approved with one typo (Page 31 Year 9 \$43,812.89 should be \$42,812.89).

Motion 7: Gentry moved and Gooden seconded approve the **F.O.P. contract** (with the correction on Page 31 as listed above) and authorize the Mayor to sign the contract. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Chief Heather Reno asked the Council to approve funds for a **Street Crimes Seminar** for two officers including lodging at a cost of \$1,400.00 (partial refund from a cancelled training that was approved for \$325.00). This seminar includes surveillance techniques, improving police and community relations, interrogation tactics, effective interview techniques, gang and drug investigation tactics, etc.*

Motion 8: Gooden moved and Brinkley seconded to authorize the attendance of two police officers to the **Street Crimes Seminar in St. Louis, MO** at a cost of \$1,400.00. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Chief Heather Reno asked that the City Council purchase an additional car camera for Office Jordan Kiesling's car at a cost of \$4,120.00. This is the same equipment we have in our other vehicles. This will be installed in-house by Officer Pendley. We have \$9,786.91 in the DUI Fund and the Mayor recommended that this camera be funded by this account.

Motion 9: Gentry moved and Gooden seconded to approve **the purchase of a car camera** for Jordan Kiesling's car a cost of \$4,120.00 (to be funded by the DUI Fund). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Motion 10: Gooden moved and Emery seconded to approve vacation pay of **40 hours for Officer Monty Jeralds** (his records show he has the time and is eligible for this payment). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Chief Heather Reno explained the need for an additional **tazer** at a cost of \$1,055.00. This is a replacement for an old unit and we will get a trade-in amount for this old unit.

Motion 11: Brinkley moved and Gooden seconded to approve the **purchase of a new tazer** at a cost of \$1,055.00 with trade-in of the old unit. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Chief Reno circulated a surplus property list for review and approval by the Council.

Motion 12: Gooden moved and Emery seconded to **declare surplus property** of equipment presented by Chief Heather Reno (attached). All voted yea and the Mayor declared the motion carried.

Chief Heather Reno presented a request to create a “Deputy Police Chief” position for the Police Department. The attorney has contacted the union about creating this position outside the union and they do not object. Therefore, this position would not be a union position. We would like to advertise with a list of minimum qualifications and the position would be available to inside or outside police department personnel. The F.O.P. does not want to release the Assistant Police Chief position. The Council must create a position and allow us to advertise for the position. This is a full-time working position. The salary and benefits would be negotiated with the prospective officer.

Motion 13: Gooden moved and Oetjen seconded to create the position “*Deputy Police Chief*” in the Carterville Police Department (not a union position). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Motion 14: Oetjen moved and Helfrich seconded to advertise for the “*Deputy Police Chief*” position until January 8, 2016. All voted yea and the Mayor declared the motion carried.

Streets and Sidewalks - The Mayor mentioned that the Eagle Estates drainage was discussed in Committee meeting. The Committee is recommending that we move forward with the cleaning of the ditch. However, we need written permission from the property owners to complete this project. Also, these property owners will be notified that we are cleaning this ditch with the understanding that that they will be responsible in the future for keeping it clean as it is private property.

Motion 15: Houseworth moved and Gentry seconded to authorize Public Works to *clean the ditch in Eagle Pass* (with the written permission of property owners). All voted yea and the Mayor declared the motion carried.

The Mayor presented information about naming frontage roads that connect to West Plaza Drive and West Commerce Drive. We do not have recommendations and these possible names will need to be submitted to 9-1-1 to make sure they are unique. Marvin Oetjen asked that this information be determined soon because of his advertising needs.

Garry Wiggs, Public Works Director, recommended that we specify a 30 mph speed limit on Division Street from Route 13 north to Bryan Street. This needs to be prepared and approved as an ordinance and will be given to Council at the January meeting.

Cemetery Department - no needs.

Ralph Graul, Building Inspector, reported that he has 27 active permits. Also, he received a variance request from Daniel Jaimet, 1206 Dylan (corner of Dylan and Marcia) for the construction of a garage along Marcia that does not meet the 25’ setback approved for this subdivision. lot.

Motion 16: Houseworth moved and Oetjen seconded to schedule a *Variance Hearing for Daniel Jaimet*, 1206 Dylan, for placement of a garage on Marcia that does not meet setbacks for this lot. (This is a corner lot). All voted yea and the Mayor declared the motion carried.

*The Mayor reviewed the **Chamber of Commerce report** submitted by Jan Campbell, Executive Director. The **“Visit With Santa”** at the Carterville Downtown Christmas that was sponsored by the Chamber was a great success and the Chamber thanked the City employees, Mayor and Council members who helped with the project. REDCO recently announced that the transfer of the **old VTI campus property** to Carterville is stalled due to the state budget impasse. The **2016 membership drive** is in full swing. The regional **Shop Southern Illinois** campaign is doing well. The next big event is the **Chamber of Commerce Annual Dinner Meeting** to be held on Friday, February 12, 2016.*

The Mayor announced a request from the Water and Sewer Board for payment for the new sewer camera from Sanitation Funds. This camera can be used for storm sewers as well as sanitary sewers.

Motion 17: Oetjen moved and Emery seconded to approve payment for the **new sewer camera from the Sanitation Fund** (Invoice #146799 from Key Equipment and Supply, 13507 Northwest Industrial Drive, Bridgeton, MO 63044 at a cost of \$13,975.00). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*The Mayor presented a **TIF Application for the Irons in the Fire Developers**. The terms of this agreement must be approved before we draw up a resolution for the development. The terms recommended by Moran Economic Development are a return of 50% of net property tax after school deduction to be returned to Mr. and Mrs. Fricke for a period not to exceed 15 years for \$45,000.00 in eligible costs.*

Motion 18: Helfrich moved and Oetjen seconded to approve the terms of the **TIF Application from the Irons in the Fire Developer** (Fricke) at 50% of net property tax (after school deduction) for a period of 15 years for \$45,000.00 in eligible costs. A resolution will be presented for approval at the January meeting. All voted yea and the Mayor declared the motion carried.

The Mayor explained that a representative from Family Heritage Insurance is interested in talking to our employees about the purchase of individual insurance benefits. He is requesting availability on December 10, 2015.

Motion 19: Emery moved and Gentry seconded to allow a representative from Family **Heritage Insurance to meet with employees** on December 10, 2015 to solicit individual insurance benefits. All voted yea and the Mayor declared the motion carried.

*Garry Wiggs, Public Works Director, asked that the Council **purchase a 2001 Jeep Cherokee** for his use from David Hampton at a cost of \$3,200.00. He indicated that he would return his pickup truck to the Street Department fleet as it does not serve his needs.*

Motion 20: Houseworth moved and Oetjen seconded to **purchase a 2001 jeep** from David Hampton at a cost of \$3,200.00 (from Sanitation Fund). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*The Mayor presented information regarding the renewal of the annual **Property & Casualty Insurance** (\$79,216 >> \$88,578) and the **Workers Compensation Insurance** (\$83,178 >> \$99,250). This is a substantial increase from last year's prices and reflects increases in payroll, vehicles and budgeted expenses.*

*The Mayor asked for a motion to approve the **2014-15 Annual Audit** as presented by Bradley Ogden, CPA.*

Motion 21: Gentry moved and Emery seconded to approve the 2014-15 Annual Audit as presented by Bradley Ogden, CPA. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*A request for a **\$50.00 Season's Greeting ad** from Linda Garavaglia, Ad Representative for The Review, was presented to the Council for consideration. No motion was made and the request was not approved.*

The Mayor presented the bill from Moran Economic Development, LLC for completion of the TIF 1 and TIF 11 annual reports to the Illinois Comptroller, for lobbying for reduction of fines on the late annual reports and for program development for Irons in the Fire TIF. The total cost of this work was \$3,895.00.

Motion 22: Helfrich moved and Gentry seconded to approve payment of Invoice #598 dated 11/30/15 in the amount of \$3,895.00 from **Moran Economic Development, LLC** for work completed on our TIF districts (part of this expense can be taken from the TIF fund). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Motion 23: Oetjen moved and Emery seconded to **purchase 2016 date books** for the City with cost not to exceed \$300.00. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Motion 24: Emery moved and Gooden seconded to pass **Ordinance No. 1389-15, AN ORDINANCE AUTHORIZING AN ADDENDUM TO THE MUTUAL AID BOX ALARM SYSTEM AGREEMENT**. All voted yea and the Mayor declared the motion carried.

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

- *There were 202 **delinquent accounts** in the amount of \$16,410.32*
- ***Leak credits** were given in the amount of \$668.96 and JALC pool credit was \$976.47*
- ***Water Loss** for October was 1,444,493 gallons – November bill not available*
- *Mike Resczenski and staff **flushed hydrants** in the west section of the City. Also, there were several leaks and a valve was replaced on West Grand Avenue.*
- *Marc Buatte is maintaining the **grease trap program***
- *The new **UV Disinfection System** is in place and the contractor is working on piping*

- *Marc Buatte will begin the **sewer line rehab program** as soon as the camera is delivered and he can schedule this work ahead of the IEPA verification.*
- *The **Valley Drive Lift Station** is in operation and we are waiting for cleanup.*
- *The drawings for the **waterline behind City Hall** is with I.E.P.A. for construction permit*
- *Pittsburgh Tank and Tower will be completing inspections on our water tanks*

Engineering Report – John Crawford

***West Grand Avenue improvement update** – There are two pay estimates for this project from Sierra Bravo and Crawford & Associates.*

Motion 25: Houseworth 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. 1	\$23,366.55
John Crawford & Assoc.	Engineering Inspection	\$10,608.50

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

***West Grand Avenue Phase II** – The waterline relocation plans are 95% complete and we are working on easements for this section. The plans for Phase II are ready to submit to I.D.O.T.*

***South Division Water Main Relocation** – No activity this month.*

REMINDERS:

*The **Christmas Eve Luncheon** is scheduled to be held on December 24, 2015 at 12:00 noon for City employees and families.*

*The next **Downtown Merchants** meeting is Monday, January 11, 2016 at 10:30 a.m.*

*The next **SIMPO Policy Committee** meeting is Monday, January 11, 2016 at 1:00 p.m.*

Alderman Phyllis Emery received a complaint from Frank Charles, Pizza Express, about parking issues in his private parking lot. Ralph Graul has discussed this issue with Frank and asked him to post the lot “Parking for Pizza Express ONLY”.

James Houseworth notified the Council that Denise Glennon has been appointed the Director of the Heritage Foundation.

*The Mayor thanked everyone involved in the **Downtown Christmas** event (Planning Committee, City employees, volunteers, Chamber members and anyone else involved in the event). This year’s event was a huge success. The only complaint expressed was waiting in lines.*

*Also, the Mayor thanked everyone who helped with the **waterline repair on South Division**.*

Motion 26: Oetjen moved and Gooden seconded to schedule a Special Meeting for the purpose of approving bids for the Community Center flooring on Tuesday, December 29, 2015 at 7:00 p.m. All voted yea and the Mayor declared the motion carried.

Motion 27: Gentry moved and Gooden seconded to *adjourn*. All voted yea and the meeting was dismissed at 8:30 p.m.

Michele A. Edwards, City Clerk

Next Ordinance No. 1390-15

Bradley M. Robinson, Mayor

Next Resolution No. R419-15