



## CITY COUNCIL MINUTES

Tuesday, October 13, 2015

### **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, Street Superintendent; Heather Reno, Police Chief; Ron Rains, Fire Chief; Ralph Gaul, 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 McConnaughy, HR Specialist; Retia Watson, Bookkeeper; Alan Latch, Citizen; Donnie Smoot, Crawford and Associates; Kelly Huddleston, Williamson County Emergency Management Agency; and Jan Campbell, Chamber of Commerce;

**Motion 1:** Oetjen moved and Emery seconded to *approve the minutes* of the September 8, 2015 regular Council Meeting and the Thursday, September 22, 2015 Special Meeting as presented. All present voted yea. The Mayor declared the motion carried.

Mark Carney, City Treasurer, presented the September 2015 Treasurer's Report.

**Motion 2:** Helfrich moved and Oetjen seconded to approve the *September 2015 Treasurer's Report* as presented. All present voted yea, and the Mayor declared the motion carried.

### **Recognition of Guests**

*There were **no comments** from the audience. The Mayor read a letter submitted by Ed Smith, Carterville Lions Club, thanking the City for their assistance with the Carterville Free Fair.*

**Motion 3:** Liebenrood 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.

**Motion 4:** Emery moved and Brinkley seconded to pay the cleaning bill to **E&K Cleaning Service** for 17 cleanings at the Community Center in the amount of \$1,570.00. 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**

*The Mayor introduced the need for replacement of the **carpeting at the Cannon Park Community Building**. Since this is a large expense we will need to advertise for bids.*

**Motion 5:** Liebenrood moved and Emery seconded to **advertise for bids for carpet replacement** at the Community Center. All voted yea and the Mayor declared the motion carried.

Ron Rains, Fire Chief, presented a request for three firefighters to attend Dive Team Training at a cost of \$349.00 each.

**Motion 6:** Gooden moved and Oetjen seconded to approve the expense for three (3) firefighters to attend **Dive Team Training** at a cost of \$349.00 each or a total of \$1,047.00. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

The Mayor indicated that the Fire Department would like to set the date for the City's Independence Day Celebration. This will allow them to schedule entertainment, vendors, etc.

**Motion 7:** Oetjen moved and Gentry seconded to set the date for the **Independence Day Celebration date for July 4, 2016**. All voted yea and the Mayor declared the motion carried.

*The Mayor announced that the **F.O.P. Contract** is still not signed and, therefore, will remain on the agenda until it is completed for Council approval.*

*Police Chief, Heather Reno, indicated that she would like to hire **Shawn McClure** as a Part-Time Police Officer. Mr. McClure is a Federal Officer with the Veteran's Administration, however, he will need to be sent to the Part-Time Academy. She would also like to hire **Brian Vreeland** as an Auxiliary Officer. Mr. Vreeland is a veteran and is employed with the Williamson County Jail.*

**Motion 8:** Gooden moved and Oetjen seconded to **confirm the Mayor's appointment of Shawn McClure as Part-Time Police Officer**. All voted yea and the Mayor declared the motion carried.

**Motion 9:** Gooden moved and Emery seconded to *confirm the Mayor's appointment of Brian Vreeland as Auxiliary Officer*. All voted yea and the Mayor declared the motion carried.

*The Mayor and Chief Reno explained a new hiring procedure that can be used in low manpower situations for qualified applicants for the Police Department. The new process will provide a list called the "Qualified Entry Eligibility List" that can be used in lieu of the Merit Board process.. Alderman Brinkley asked if this will be open enrollment, to which Chief Reno replied, yes it is an ongoing list. The qualified people on this list will be required to complete all parts of the entry level requirements except the written exam and the physical agility testing.*

**Motion 10:** Gooden moved and Emery seconded to approve the new hiring process which includes the *"Qualified Entry Eligibility List"* for the Carterville Police Department. All voted yea and the Mayor declared the motion carried.

The Mayor asked Garry Wiggs about the progress on concrete estimates for *repairs on Rebekah Drive*. Wiggs indicated that Donnie Smoot from Crawford and Associates and he evaluated the repairs needed and realized that it has deteriorated even more. Therefore, the concrete repairs that were proposed will not work and we need to dig out the street and do base and ditch work on this street to make it right. We can do some temporary patching but we will be wasting our money. The engineer is working on prices for this project and submit to the Council for review and approval.

Ralph Graul, Building and Codes, distributed his monthly report and asked the Council to schedule variance hearings for Phyllis Emery, 433 E. Illinois and for Pamela Meracle, 102 Carter.

**Motion 11:** Oetjen moved and Liebenrood seconded to schedule the following meetings on Tuesday, October 27, 2015:

6:30 p.m. Phyllis Emery, 433 E. Illinois Placement of a Carport (Variance for setbacks)  
6:45 p.m. Pamela Meracle, 102 Carter Placement of a Double-Wide Trailer in R-2 Zone  
7:00 p.m. Special Meeting of the Carterville City Council

All voted yea and the Mayor declared the motion carried.

*The Mayor gave a brief overview of the Chamber activity for September. The **Twilight 5K "Glow Run/Walk"** on September 11, 2015 was a great success with 327 runners/walkers and donations going to "Folds of Honor: Foundation and to Gum Drops. There was a **ribbon cutting for Wonder Wash Laundry Center** on South Division. There is a **free business seminar** scheduled for Thursday, October 22 at Crab Orchard Golf Course on "**How to Recruit and Retain Quality Employees**". Carterville and 11 other chambers are coordinating their efforts for a regional **Shop Southern Illinois** campaign. The Chamber is doing final planning for the October 30<sup>th</sup> **Pumpkin Path** and is working with the City to help facilitate the "**Christmas in Carterville**" event scheduled for December 4<sup>th</sup>. As always, the Chamber thanked the City Council for their support and hard work in helping our community prosper.*

*The Mayor discussed the **appointment of Michele Edwards, City Clerk, and Khristina Hollister, Deputy City Clerk**, to the Fire and Police Pension Boards as a way of forming continuity with Board and City Council. This will help with record keeping and investments will still be handled by Edwards Jones.*

**Motion 12:** Helfrich moved and Gooden seconded to confirm the appointments of ***Michele Edwards and Khristina Hollister to the Fire and Police pension boards***. Roll call vote: Brinkley, yea; Emery, yea; Gentry, no; Gooden, yea; Helfrich, yea; Houseworth, no; Liebenrood, yea; Oetjen, yea. The Mayor declared the motion carried.

*The Mayor explained that we have a final quote on the new accounting software from L.O.C.I.S. at a cost of \$5,700.00 which includes setup and training.*

**Motion 13:** Oetjen moved and Helfrich seconded to purchase the ***L.O.C.I.S. Accounting Software*** at a cost of \$5,700.00 (\$2,850.00 when contract is signed and the balance when delivery and setup is complete with \$189.00 per month in maintenance fees). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*The Carterville High School is asking the City to purchase an ad in the **Lionite**. The City usually buys a \$500.00 ad in this yearbook.*

**Motion 14:** Emery moved and Gentry seconded to purchase a \$500.00 ad in the ***Carterville Lionite yearbook***. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

**Motion 15:** Emery moved and Oetjen seconded to pay the 2016 membership dues for the ***Illinois Fire and Police Commissioners Association*** in the amount of \$375.00. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*The Mayor introduced the Williamson County Animal Control Contract for the period December 1, 2015 through November 30, 2016. The cost of this contract based on our population is \$11,541.60.*

**Motion 16:** Gentry moved and Gooden seconded to approve the contract with ***Williamson County Animal Control*** in the amount of \$11,541.60. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*The Mayor stated that the City terminated the contract with GFI for technical support due to a breach of contract and he asked that the Council approve a contract with **S. I. Technologies** (Logan Johnson) at a cost of \$150.00 per month.*

**Motion 17:** Gentry moved and Gooden seconded to contact with ***S. I. Technologies*** (Logan Johnson) for technical support at a cost of \$150.00 per month. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

**Motion 18:** Gooden moved and Liebenrood seconded to purchase a ½ page ad in the 2015 ***Carterville Spotlight in the Southern Illinoisan*** at a cost of \$165.00. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

The Mayor explained that during the construction of the Valley Drive lift station there was an electrical repair that needed to be completed at John A. Logan College because of a misunderstanding with the contractor on the locate for this construction. The contractor cut two electrical lines during excavation and they lost three large fuses because of this problem. We will ask the Water and Sewer Department to reimburse the City for these costs.

**Motion 19:** Houseworth moved and Emery seconded to approve *reimbursement to John A. Logan College* for the electrical repairs necessitated by our construction at the Valley Drive lift station in the amount of \$2,876.50. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried. [The Carterville Water and Sewer Board will be asked to reimburse the City for these repairs].

*The Mayor announced that we need to advertise for bids on our surplus items. There have been some questions regarding sale or repurposing of items that were declared surplus, but we need to proceed with the advertisement at this time. Also, the SRECO Sewer Machine should be declared surplus by the Water and Sewer Board and the Council.*

**Motion 20:** Gentry moved and Helfrich seconded to advertise for bids on all of the City declared *surplus property*. All voted yea and the Mayor declared the motion carried.

**Motion 21:** Oetjen moved and Emery seconded to declare the *SRECO Sewer Machine* as surplus property and advertise for sale by sealed bid. All voted yea and the Mayor declared the motion carried.

*The Mayor presented a resolution to be passed for I.D.O.T. for the construction and maintenance of a 6" waterline under Route 13 of the new waterline for U. S. Fish and Wildlife. This must be approved by I.D.O.T. before we can proceed with this construction.*

**Motion 22:** Emery moved and Gentry seconded to pass Resolution No. **R416-15, AN I.D.O.T. RESOLUTION PERMITTING THE CITY TO CONSTRUCT, OCCUPY, AND MAINTAIN A 6 INCH WATER MAIN UNDER ROUTE 13.** All voted yea and the Mayor declared the motion carried.

**Motion 23:** Emery moved and Gooden seconded to pass Resolution No. **R417-15, ADOPTING THE WILLIAMSON COUNTY MULTI-HAZARD MITIGATION PLAN.** All voted yea and the Mayor declared the motion carried.

*The members of the Downtown Merchants Committee approached the Street and Sidewalks Committee regarding the possibility of allowing **merchandise on sidewalks** when the City Hall is closed so that downtown businesses will have effective visibility. Jennifer Gerlock tested this theory on a weekend and her sales improved by 60%. Jennifer Gerlock researched the ADA requirements and has indicated the merchants will abide by all of these regulations.*

**Motion 24:** Houseworth moved and Gentry seconded to pass Ordinance No. **1387-15, AN ORDINANCE TO ESTABLISH RULES AND REGULATIONS FOR THE DISPLAY AND SALE OF MERCHANDISE ON THE CITY SIDEWALKS IN THE CITY OF CARTERVILLE, WILLIAMSON COUNTY, ILLINOIS.** All voted yea and the Mayor declared the motion carried.

The next ordinance is an updated tobacco ordinance which was presented by Chief Reno. The City receives a small tobacco grant annually from the State for enforcement of underage tobacco use. This ordinance would give us the authority to control underage use of tobacco. The current ordinance does not have fines or any specific detail covering this issue. Tom Gentry asked Chief Reno what the grant was for and she explained that it provides funds for hiring under age people to try to purchase tobacco. The grant is \$1,100.00 annually. There was a lengthy discussion about the licensing fees in this ordinance. These funds can also be used for overtime, if a full-time person is called in to oversee this process.

**Motion 25:** Gooden moved and Emery seconded to pass Ordinance No. **1388-15, COMPREHENSIVE REGULATION OF TOBACCO PRODUCTS** (as presented). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried

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

- *There were 160 delinquent accounts in the amount of \$12,322.48*
- *Leak credits were given in the amount of \$1,240.95 and pool credits were \$28.00*
- *Water Loss unknown – Sold 12,171,810 gallons in September*
- *Rend Lake water main leak on October 6 which created a boil order and then we had a pump issue while the boil order was in place due to this leak – Boil order was lifted on October 8.*
- *Board is soliciting prices for a camera to inspect our sewer lines with approximate cost of \$14,000.00 and can be used in storm sewers and sanitary sewers so the Board may be asking the City to share in the cost of this equipment.*
- *UV Disinfection System – Installation within the next two to three weeks*
- *Bar Screen – Complete and being delivered for installation by Haier Plumbing*
- *I.E.P.A. – We are waiting on their approval of the sewer maintenance plan*
- *Valley Drive Lift Station – up and running except for cleanup and a few small repairs*
- *Hafer/Pear Lift Station – installed a new panel at a cost of over \$9,000.00.*
- *Cross Connection Surveys – received 65% return and will be sending a second notice to approximately 1,000 households. A 100% is required by I.E.P.A.*

### **Engineering Report – John Crawford**

**West Grand Avenue improvement update** – *The preconstruction conference was held on September 25, 2015 and the J.U.L.I.E. meeting was held on Monday, October 5, 2015. The contractor is tentatively scheduled to begin work on Monday, October 19, 2015.*

**West Grand Avenue Phase II** – *Crawford has prepared their first draft of the phase and have presented it to the State and will need to get this approved by April 2016. Part of this plan is replacement of the existing water main with an 8” water main.*

**South Division Water Main Relocation** – *This contract is still open until the I.D.O.T. street project is complete but we have no activity this month.*

*Crawford explained the bills for the 2015 oil and chip program. The bill from Illini Asphalt Corporation totals \$31,464.08 (\$5,418.70 is to be billed to Cook Construction for Whitecotton Drive). Varsity Striping bill is \$3,187.46 and Crawford & Associates resident engineering is \$1,386.86.*

**Motion 26:** Houseworth moved and Emery seconded to approve payment of the following Motor Fuel Tax Fund bills for the 2015 Oil and Chip Program 15-00000-00-GM:

<b>Illini Asphalt Corporation</b>	<b>Invoice # 9198</b>	<b>\$31,484.08</b>
<i>Cook Construction to reimburse \$5,418.70 for Whitecotton Drive – TBR to MFT</i>		
<b>Varsity Striping</b>	<b>Striping of Roads</b>	<b>\$ 3,187.46</b>
<b>Crawford &amp; Associates</b>	<b>Resident Engineering</b>	<b>\$ 1,386.86</b>

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

*Crawford explained that the Water and Sewer Baard had already approved the relocation of the sewer main for First Southern Bank and the Mayor has already signed the paperwork.*

**REMINDERS:**      **Watershed Planning Workshop (GERPDC)** – October 22, 2015 at 6:00 p.m.  
                         **Pumpkin Path & Trick or Treat** – Friday, October 30, 2015  
                         **Downtown Merchants Meeting** – Monday, November 9, 2015 at 10:30 a.m.  
                         **SIMPO Meeting** – Monday, November 9, 2015 at 1:00 p.m.

*John Crawford indicated that he has submitted a project to the 2020 FY S.I.M.P.O. for the Village of Crainville for East Grand Avenue and part of this street is in Carterville. When decisions are made on this construction we may have some decisions to make regarding funding.*

*Tom Gentry made a request to Chief Reno to enforce the **weed ordinance**. Reno explained that she has had staffing problems and they are responding to complaints only. The Mayor asked that the aldermen report any infractions to the Police Department or to City Hall. City Hall staff can also process an incident form by fax for any weed complaints.*

**Motion 27:** Gooden moved and Emery seconded to **adjourn**. All voted yea and the meeting was dismissed at 8:05 p.m.

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**Michele A. Edwards, City Clerk**

**Next Ordinance No. 1389-15**

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**Bradley M. Robinson, Mayor**

**Next Resolution No. R418-15**