



## CITY COUNCIL MINUTES

Tuesday, April 9, 2019

### 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
Khristina Hollister	City Clerk	Present
Michele A. Edwards	Deputy City Clerk	Absent
Mark Carney	City Treasurer	Present
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.*

Those present were: Janice McConaughy, H. R. Specialist; Mike Flaningam, Police Chief; Ron Rains, Fire Chief; Allan Latch, Citizen; Gary Cooper, Zoning/Planning Commission; Ralph Graul, Building Inspector; Marvin Oetjen, Kamper Supply; Garry Wiggs, Public Works Director; Mark Bollmann, Water and Sewer Board; Jeff Wiggs, Police Chaplain; Ronda Robinson, Citizen; Tom Harness, Alderman Elect/Ward 2; Harriet Mize, Chamber of Commerce; Donnie Smoot, Crawford and Associates; Sarah Barnstable and daughter, Citizen.

**Motion 1:** Emery moved and Allsopp seconded to *approve the minutes* of the *Regular City Council Meeting of March 19, 2019* as presented. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

**Motion 2:** Oetjen moved and Sievers seconded to *approve the minutes* of the *Special Meeting of March 27, 2019* as presented. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Mark Carney, City Treasurer, presented the Treasurer's Report for March 2019.*

**Motion 3:** Helfrich moved and Liebenrood seconded to approve the *March 2019 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

*Marvin Oetjen, Kamper Supply, addressed the Council regarding a **parking problem on West Plaza Drive**. Semi-trucks are parking between Kamper Supply and Dollar General on West Plaza Drive. He asked that the Street Department post a NO PARKING sign in this area as this is causing traffic problems. The Pepsi trucks are the ones most often seen. This is a safety problem for all drivers especially those going to John A. Logan College. The Mayor asked that Chief Flaningam investigate this issue and reach out to Pepsi to see if we can resolve this before we have to prepare an ordinance.*

**Motion 4:** Oetjen moved and Edwards 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.

**Harriet Mize, Chamber of Commerce Executive Director**, thanked everyone who ran for office with the City, thanked the Council for all their support and presented the monthly Chamber report:

- **Business Spotlight:** WSIU Public Broadcasting, Pizza and Pasta Express, Withers Broadcasting, Edward Jones Investments and Family Foot and Ankle.
- **Ribbon Cutting Ceremonies:** March 22<sup>nd</sup> at Cartersville Cornerstone Autism Services; April 9 at the Centerstone MAT (medication assisted treatment) in Marion; **Thursday, April 25<sup>th</sup> at 12:00 p.m. is the ribbon cutting at SIH Walk-in Clinic at JALC.**
- **Regional Chamber Luncheon** – 11:30 a.m. Tuesday, April 23<sup>rd</sup> at the Community Center
- **Next Monthly Luncheon** – Wednesday, May 1<sup>st</sup> at the Community Center
- **National Small Business Week, May 5 – 11<sup>th</sup>.** Still looking for suggestions on how we can recognize our small businesses.
- **Upcoming Events:**
  - **Rotary Unleashed Dog Jog**, Cannon Park Bark Park, Saturday, May 4 at 7:00 a.m.
  - **Ron Simpson Fundraiser** – Sunday, May 5<sup>th</sup>, UMC Cartersville, 11:00 to 3:00
  - **Rotary/Chamber Hurricane Golf Scramble** – Friday, May 10<sup>th</sup> at 11:00 a.m.
  - **Country Financial Community Event** – Cartersville Bark Park, May 18<sup>th</sup> 10-1
  - **Lioness Club Military Salute at Cannon Park** – May 25-27, 8:00 a.m. to 4:00 p.m.
  - **Heritage Museum Downtown Car Show** – Friday, May 31<sup>st</sup>, 5:00 – 8:00 p.m.
  - **Cartersville Community Day at Miner's Park** – Thursday, June 13<sup>th</sup>

### Engineering Report

*Donnie Smoot, Crawford and Associates, presented information on the **2019 Motor Fuel Tax Street Program**. Garry Wiggs and the engineer determined the need for \$110,000.00. Liebenrood asked if a part of Sycamore Road is included in this amount and Smoot indicated that it is not. However, some of the material in this amount could be used for Sycamore. This does include the concrete costs for Silver Fox Drive.*

**Motion 5:** Helfrich moved and Liebenrood seconded to pass **RESOLUTION NO. R438-19, AN I.D.O.T. RESOLUTION FOR THE 2019 MOTOR FUEL PROGRAM IN THE AMOUNT OF \$110,000.00**. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

**Motion 6:** Liebenrood moved and Emery seconded to approve the **Engineering Agreement** for Crawford and Associates for the **2019 MFT Program**. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*The Mayor asked Donnie Smoot if he had received any information on the **flood plain problem**. Smoot explained that he called and was told it would be two or three months before we receive an answer,*

### **CARTERVILLE TIF III**

*The Mayor explained that we are now ready to set a date for the Public Hearing for our TIF III application. We have an ordinance ready to approve this evening that sets a date for the Public Hearing on Tuesday, May 14, 2019 at 6:30 p.m. at City Hall.*

**Motion 7:** Emery moved and Allsopp seconded to approve **ORDINANCE NO. 1448-19, AN ORDINANCE TO SET DATE FOR A PUBLIC HEARING FOR THE CITY OF CARTERVILLE TAX INCREMENT FINANCING 3 REDEVELOPMENT PLAN AND PROJECT**. All present voted yea and the Mayor declared the motion carried.

### **Departments/Committees**

#### **Parks Department**

*Garry Wiggs asked that the Council allow the hire of two summer help employees for the Parks Department as requested by Danny Tucker. This issue was discussed at the Parks Committee meeting. Emery asked about the one summer employee that will only be here to work part-time. Wiggs indicated that we have other applications and we will interview.*

**Motion 8:** Emery moved and Sievers seconded to authorize the hire of *two summer employees for the Parks Department*. All present voted yea and the Mayor declared the motion carried

#### **Police Department**

*Chief Flaningam indicated that the **detailed monthly report** is available for review with redactions..*

**Mike Flaningam**, Chief, gave the monthly report for March 2019:

- *There were **205 Officer Calls** for Service in March (case number generated)*
- *Officers provided **assistance** to other departments **42 times** in March*
- *Code Enforcement generated **9 calls***
- *Officer Morgan and Chief Flaningam attended a **two day seminar in Mt. Vernon on Death Investigation** that was paid for by the Williamson County Coroner's Office.*
- *Chief Flaningham attended an **SIH meeting** on March 1<sup>st</sup> regarding **threat analysis**; March 19<sup>th</sup> in Marion with Chief Rogers of Crainville; and on March 27<sup>th</sup> at Bank of Herrin regarding the need for **medical kits** (all full-time officers have a kit).*

*Chief Flaningam explained that one of the needs of his department is **Spiritual Counseling**. **Pastor Jeff Wiggs** from Cambria Christian Church has indicated that he is willing to serve as the department Chaplain. The Chief has developed an operating procedure for this position, and has cleared this with the City's insurance carrier. The Mayor explained that he has the capability to fill vacant positions, and without knowing if a chaplain position has ever previously existed, he would like the Council to approve this position by motion.*

**Motion 9:** Edwards moved and Helfrich seconded to establish a *Chaplain position* for the Cartersville Police Department and approve Pastor Jeff Wiggs for this position. All present voted yea and the Mayor declared the motion carried.

*Chief Flaningam indicated there has a cleaning company **cleaning the Police Station** on a trial basis and they are doing a good job. The charge is \$125.00 per cleaning. The Mayor indicated the City advertised twice for this contract. The first low bidder backed out after the contract was approved, so it was advertised again with no bids received. At this point, one of the other original bidders was contacted and agreed to clean bi-weekly rather than once a week to keep costs down.*

**Motion 10:** Brinkley moved and Sievers seconded to approve a contract for *cleaning at the Police Department* with Melissa Lambert (every other Thursday) at a cost of \$125.00 per cleaning. All present voted yea and the Mayor declared the motion carried.

The police department *Taser Cartridges* are expiring and we must replace 25 training cartridges and 10 duty cartridges at a cost of \$1,005.00. These cartridges expire and must be replaced periodically (the Chief was not sure of the longevity of these cartridges).

**Motion 11:** Brinkley moved and Allsopp seconded to approve the purchase of 15 training cartridges and 10 duty cartridges for the *Police Department Tasers*. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Chief Flaningam introduced a proposal for *phone forwarding* from 5:00 p.m. to 8:00 a.m. to the Williamson County Sheriff's Department at a cost of \$7.50 per month. The cost is from Frontier for the call forwarding service. Williamson County Sheriff's Department is not charging us for this service.

**Motion 12:** Brinkley moved and Oetjen seconded to approve payment of \$7.50 per month to facilitate *call forwarding* for the Police Department between 5:00 p.m. to 8:00 a.m. All present voted yea and the Mayor declared the motion carried.

Chief Flaningam asked about attending *Chief training* in Springfield on May 20-23. This is free training which includes housing. The only cost would be transportation. This training is specifically for new Chiefs and new Deputy Chiefs and includes new laws, developing SOPs, etc. The Mayor wanted this on the agenda to inform the Council there would be a few days when the Chief is only available by phone.

**Motion 13:** Brinkley moved and Oetjen seconded to approve the *Training for Police Chiefs in Springfield* on May 20-23 (cost of transportation only). All present voted yea and the Mayor declared the motion carried.

### **Fire Department**

*Chief Ron Rains indicated that monthly reports are in Council packets and asked for questions or comments. First on the agenda is approval for two addition firefighters to attend the Active Shooter Training at JALC on April 13 and 14 at a cost of \$150.00 (\$75.00 each).*

**Motion 14:** Oetjen moved and Sievers seconded to approve the cost for two firefighters to attend **Active Shooter Training** at JALC in April at a cost not to exceed \$150.00. All present voted yea and the Mayor declared the motion carried.

*Chief Rains gave a progress report on the **remodeling project at the Fire Station**. The kitchen is being refurbished and the Volunteers are purchasing appliances at approximately \$3,500.00. He is asking the City Council to cover the cost of cabinets, sink, etc. for up to \$5,000.00.*

**Motion 15:** Brinkley moved and Emery seconded to approve the cost not to exceed \$5,000.00 for the **remodeling of the kitchen** at the Fire Station. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried. [**Sanitation Fund**]

*Rains indicated that the **Annual Service Testing** is coming soon. The department personnel is in the process of hose testing 2800' of hose and none have failed.*

*The Mayor asked Chief Rains to **pass along his thanks to the firefighters** for their volunteer labor in the process of remodeling the station.*

### **Street Department**

*Garry Wiggs, Public Works Director, asked that the Council approve four (4) summer workers for the Street Department as recommended by Gary Kesler. He will go through the regular application and hiring process.*

**Motion 16:** Liebenrood moved and Allsopp seconded to approve hiring **four (4) summer workers for the Street Department**. All present voted yea and the Mayor declared the motion carried.

*Wiggs indicated that there is a vacant position in the Street Department and he is recommending that **Logan Halstead** (a current part time employee) be hired to fill this vacancy.*

**Motion 17:** Liebenrood moved and Allsopp seconded to approve promoting **Logan Halstead** to a full-time position in the Street Department (replacing Blaine Burke). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Garry Wiggs brought up the need for **seeding of the Whippoorwill ditch**. Because of the extent that we had to go onto private property, He is recommending that we have this work completed by Hall Trucking at a cost of \$2,500.00. This work will include box blade, seeding and straw. This project came in under budget of \$14,000.00 at approximately \$7,000.00 and funds were paid from General Corporate Fund.*

**Motion 18:** Helfrich moved and Liebenrood seconded to contract with Hall Trucking for the **Whippoorwill Ditch seeding** at a cost of \$2,500.00. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

### **Cemetery**

*Garry Wiggs reported no problems or concerns with cemeteries.*

### **Building and Codes**

*Ralph Graul, Building Inspector, circulated his **monthly report** which includes 32 active permits (these include 7 single family dwellings, commercial permits, and various pools, room additions and garages).*

*The Mayor introduced a proposal for employee paid Vision Insurance from Aetna which is also our health insurance carrier. Public Safety and Insurance Committee discussed this and found it is necessary for the Council to approve this being deducted from employee payroll even though it is 100% paid by the employee.*

**Motion 19:** Sievers moved and Brinkley seconded to allow employees to purchase the **Aetna Vision Plan** at 100% employee expense (opt in only). All present voted yea and the Mayor declared the motion carried.

*The Mayor presented an annual budget for **plants at the Veteran's Memorial**. Barb Kerley and Rich Stevenson volunteer to do the planting. The budget of \$350 is the same as last year.*

**Motion 20:** Allsopp moved and Emery seconded to authorize a budget of \$350.00 for plants at the **Veteran's Memorial** as presented by Barb Kerley and Rich Stevenson. All present voted yea and the Mayor declared the motion carried.

*The Mayor introduced the **Downtown Flower Pots** cost. In the past this was funded by the Mayor Mausey Fund, but their donation to the City last month closed their account. These planters have visually improved the downtown. The estimated cost is \$450.00. Khriissy Hollister indicated there is a small group of volunteers that will do the planting.*

**Motion 21:** Emery moved and Allsopp seconded to authorize a budget of \$450.00 for the **Downtown Flower Pot plants**. All present voted yea and the Mayor declared the motion carried.

The **12<sup>th</sup> Annual Block Party** budget of \$300.00 was discussed.

**Motion 22:** Emery moved and Liebenrood seconded to authorize a budget of \$300.00 for the **12<sup>th</sup> Annual Block Party**. All present voted yea and the Mayor declared the motion carried.

### **Curt Oetjen – Carterville Water and Sewer Board**

- **Delinquent accounts** are 196 customers for a total of \$17,678.57
- **Water Loss** - Water sold for February 2019 was 12,627,030 gallons and purchased for February was 11,218,646 gallons for no loss (-1,408,384 ahead). We sold 9,434,610 in March but have not received the bill from Rend Lake. We are now at a 5% loss.
- **Electronic Meters** are completed for residential customers
- **Curb Stops** – 43 have been changed and there were 9 left to do on 4-4-19
- **Center Street Waterline** – Jerry Hampton has indicated he will complete in May
- **Weisbrook Lane** – The Board is looking at replacing this line at an estimated cost of \$113,000.00. There are 26 meters in this project and there will be a meeting held with residents to discuss this problem.
- **DCEO Grant** - The Board was informed that these funds cannot be used for the change in the northwest waterline project which increases the local portion to \$238,000.00. We will still receive the \$500,000.00.
- **Sewer Plant** – Rotor #4 is just about ready to install (next two weeks)
- **Smoke Testing** – The Water Board would like to thank the citizens for responding and correcting the problems that were identified
- **Leak Credits** - 5 for \$315.48

*Bud Edwards expressed thanks to the Sewer Department employees for checking and correcting problems at the James Street Park. There were 26 bottles, 2 padlocks, and several sticks in the sewer line. It took 32 man hours to clean this line.*

**Reminders:**

**12<sup>th</sup> Annual Block Party** – Friday, April 26, 2019 at 5:00 p.m.

**Heritage Museum Downtown Car Show** – Friday, May 31<sup>st</sup>

*The Mayor invited everyone in attendance to stay and enjoy refreshments after the meeting in honor of Mike Helfrich who will be leaving us in May. Also, Curt Oetjen announced the 44<sup>th</sup> Annual Open House for Kamper Supply on May 3 and 4.*

**Motion 23:** Oetjen moved and Sievers seconded to **adjourn**. All present voted yea, the Mayor declared the motion carried and the meeting was dismissed at 8:00 p.m.

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**Khristina D. Hollister, City Clerk**

**Next Ordinance No. 1449-19**

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**Bradley M. Robinson, Mayor**

**Next Resolution No. R439-19**