

CITY OF OLNEY  
SPECIAL CITY COUNCIL MEETING  
JANUARY 22, 2015

AGENDA #1 “CALL TO ORDER” The January 22, 2015 special meeting of the Olney City Council was called to order at 6:31 p.m. in the Fire Station Training Room located at 501 N. Walnut Street, Olney, Illinois, with City Manager Taylor presiding.

AGENDA #2 “ROLL CALL” The following Council members were present: John McLaughlin, Barb Thomas, Brad Brown, Bob Ferguson and Ray Vaughn. Also present were City Manager/City Attorney Larry Taylor, City Clerk Kelsie Sterchi, City Treasurer Chuck Sanders, Code Enforcement Officer Mike Mitchell, Fire Chief Rusty Holmes, Police Chief Kevin Paddock, Park/Water Plant Supervisor Frank Bradley, Street/Water Distribution Supervisor Tom Umfleet, Mechanic Department Foreman Roger Fulk and Sewer Plant Supervisor Tony Steber.

AGENDA #4 “WORK SESSION: PRIORITIZE PROJECTS FOR COMING YEAR”

Prior to the meeting, department heads and Council members submitted goals, equipment and personnel needs to the City Manager. The items submitted were categorized on a handout sheet and distributed to everyone in attendance. Also, everyone was given the five-year capital improvement plans for all departments and a vehicle inventory update.

All department heads and Council members were allowed to discuss and answer questions about their suggested goals, equipment and personnel needs. Mr. Taylor explained that after everyone has a chance to voice their needs, the group will vote for their top ten goals, projects, equipment or personnel needs.

Mr. Taylor reviewed his department’s projects and needs. The process for hiring a new City Attorney had started and was one of his main focuses. A new City Manager would need to be hired in 2015, as well. Mr. Taylor explained that an additional goal would be to have the office of the City Manager properly prepared for the newcomer.

Previous discussion had taken place regarding the need for new heating and air on the north side of City Hall. The building itself needs tuck pointing and remodeling. Mr. Taylor also mentioned he was interested in implementing a residential rental property inspection program.

Planning had started for the 12" water line on Hall Street. A new sidewalk would be needed on the south side of Hall Street. A future water main would go there as well.

Mr. Taylor also wanted to target any necessary changes to the City Code before his retirement. As changes are noted, Mr. Taylor will e-mail the Council with explanations. Depending on Council input, Mr. Taylor could place the proposed changes on an agenda for formal vote.

The new City Manager would also need a vehicle. It would also be wise to have a set of municipal law handbooks and Illinois Municipal League handbooks available so any employee could

have access to such information. The Office of the Mayor would also need a new computer and monitor as the current system was old.

Significant expense had been tallied this year in regard to storm sirens. The year prior had seen \$750.00 spent on maintenance of the sirens. The current year had already tallied \$3,600.00. A specific line item would need to be created for the storm sirens. The City has five storm sirens that are 15 years old. They would need to be replaced within the next four to five years. Estimated costs were at about \$20,000.00 each.

Mayor Vaughn asked City Treasurer Sanders for a status report on City finances. Mr. Sanders replied that on the revenue side with sales and use tax, the City was running well ahead of the prior year. Income tax did lag behind. On disbursements, the City seemed in line with the budget. Compared to the beginning of the fiscal year, cash in the operating accounts seemed somewhat ahead of the beginning of the year. Overall, Mr. Sanders felt finances were trending as they should.

City Clerk Sterchi explained that a big focus of hers would be the re-organization and clean up of storage areas at City Hall. The current storage situations were not an ideal use of space. Tagging on to City Manager Taylor's goal of an updated City Hall, Mrs. Sterchi indicated she also wanted to focus on improving the function of City Hall's layout and also its appearance.

In Utility Billing, Mrs. Sterchi was exploring billing options that would allow for a better way to draw attention to news and announcements. Dependent upon potential changes to the billing system, a new dot matrix printer would be needed within the next five years. Ways of incorporating a credit card machine to accept payments were also of interest. Additionally, the general office printer for the Utility Billing Clerk would need to be replaced soon. The City Clerk office printer would also need to be replaced in the near future.

Mrs. Sterchi wished to continue her training at the Municipal Clerks of Illinois Institute. She felt that with Mr. Taylor retiring soon, such education was extremely important. Municipal functions and laws are ever changing, and the training would be an ideal way to stay up-to-date.

For Tourism, Mrs. Sterchi wanted to look into a website revamp that would better distinguish City government information from visitor/tourist information.

A "Letters to Santa" program had been in place a few years ago. During the holiday season, Mrs. Sterchi had received many inquiries as to why the program was no longer in place. She would be speaking with the Post Office to see how the program could be reinstated.

Mrs. Sterchi went on to explain that she also wanted to increase the fun factor and interest level of the Squirrel Count, wanted to periodically write articles to submit to the S.E. Illinois Family Living publication, and also wanted to devise a plan to improve the appearance of downtown Olney.

City Treasurer Sanders indicated that he had no upcoming equipment needs, however he did feel strongly that the upcoming personnel need in his department should be addressed. The current Accounting Clerk would be retiring at the end of 2015. A search for the replacement clerk should begin in May in hopes of having the new employee working by the first of June. The new employee should have the opportunity to receive a strong amount of training from the current Accounting Clerk who has 28 years of experience at City Hall.

The annual audit process will begin quickly in June, and the new employee should be on board to experience that process. In addition to accounting duties, the new employee will need to be able to assist at the front desk when needed. Mr. Sanders has had the Accounting Clerk start to document her functions for her successor.

Each year that Mr. Sanders has been employed with the City, some accomplishments have been made with Incode, the City's accounting system. The upgrades that have been made so far have been at no cost. There are additional upgrades available, but those would come at a price. Mr. Sanders will be exploring all features that could benefit the City.

A few years ago, Mr. Sanders attended a conference in Springfield focusing on a Debt Relief Program. Essentially, if someone owes the City money, the State would deduct funds from that individual's tax refunds, etc. to repay the City. At the time of the training, the process seemed onerous. Today, the program seems more streamline, and Mr. Sanders would be revisiting the topic.

Mayor Vaughn asked Mr. Sanders what he felt the minimum requirements would be for the replacement Accounting Clerk. Mr. Sanders replied that a two year Associates Degree with an emphasis on Accounting would be necessary. The individual would need to understand general ledger, debits and credits, and would need to have the capability to understand monthly/quarterly/annual government reports. Additionally, the individual should have the ability to organize and maintain files. Mr. Sanders also noted that if the Council had interest in the new Accounting Clerk possibly becoming the City Treasurer in the future, they may want to look more aggressively at experience and additional degrees.

Code Enforcement Officer Mike Mitchell felt that for equipment he would be in need of an electrical circuit analyzer. The analyzer would trace the system for each circuit in an electrical panel to see how many appliances were linked to that circuit. The analyzer would also be able to tell if there was a possible problem with an appliance. Mr. Mitchell would be able to use the new piece of equipment on new construction and any existing properties being inspected for any purpose.

Referring to Mr. Taylor's mention of a rental property inspection program, Mayor Vaughn was curious as to what additional expenses would be needed. Mr. Mitchell replied that a part-time employee would be needed between June and September for the inspection process of existing rentals. A system would need to be constructed in order to charge each rental property for the inspections.

Councilman Ferguson wanted to know the order in which properties would be inspected. Mr. Mitchell was not quite sure. There would be no way to inspect all rentals each year. He thought the City could be divided into sections and he could go from there.

The rental inspection program would have a software expense need. A software program would need to be in place to track each unit inspected and note its issues.

Mayor Vaughn would like the program to dictate that an inspection would need to take place before being occupied by a new tenant. Mr. Sanders shared that with some of his rental properties in Elgin, he was required to take a full-day landlord class, and had to purchase a license through the City of Elgin in order to rent out the house. The license was good for three years. After so many months, the house was required to be inspected by the City's inspector.

Mr. Mitchell was also interested in requiring a permitting process before any repair work could be done on remodeling of structures. He has had complaints from people who felt like work had not been completed properly. By doing this, the homeowner could be sure that the contractor was licensed for the kind of work they would be performing and registered with the City. This requirement could also help with rental properties.

A few members of the Council wondered how the process could help on rentals if the landlord was performing the work, specifically work that required a State license such as plumbing and roofing. Oftentimes the landlord was not qualified. Mr. Mitchell indicated that an individual did not need to be registered with the City or State licensed if they were working on their own home. However, the individual would need to reside in that owned property. To explain further, if a landlord was working on his/her property but did not reside there, no plumbing or roofing work could be performed by the landlord unless they were licensed through the State.

Fire Chief Rusty Holmes told the group that the Fire Station would be in need of a replacement ice breaker system on the roof. About 60 ice breakers are lost each year. Ice and snow can easily come off of the roof in sheets, which is extremely dangerous. The ice breaker system makes the falling pieces much smaller.

A ventilation hood and fire suppression system were needed for the kitchen at the Fire Station. The kitchen does not currently have these items. Because the kitchen does have a commercial stove, the ventilation hood and fire suppression system were needed.

The Fire Chief would also like to see additional parking spaces to the north of the station, near the pond. When having a function at the Fire Station, parking is hard to come by.

In an effort to keep up with a purchase schedule and not wanting to get too far behind, the following pieces of equipment would be needed soon: rescue heavy hydraulic system, self-contained breathing apparatus cylinders, and general equipment replacements. The oldest truck in the fleet is 30 years old and will need replaced within the next couple of years. The Fire Chief also wished for a RAD 57 which would check carbon monoxide levels in the blood of civilians and firefighters.

Mayor Vaughn asked the Fire Chief for his top four needs, in order of priority. The Fire Chief replied that the order of need was by how they were listed on the worksheet.

Police Chief Kevin Paddock voiced the need to complete revitalization of the police pistol range. Last year, \$10,000.00 was included in the budget for the revitalization. Chief Paddock had just received bids on the demolition of the old white building. The Chief also indicated that the Gun Club would help with painting and exterior work. The Sheriff's office may help with concrete within the next year. The request for the next fiscal year's completion of the revitalization would include electricity, repair and painting of the range qualification station.

A replacement Lake Patrol boat was desperately needed. City Mechanic Roger Fulk added that the boat was "getting by on a prayer." A squad car would need to be replaced in an effort to keep up with purchase schedules. The in-car camera in Sergeant Berry's car was experiencing problems and needed replacement. Printers for the squad cars and a lap top were on the prior budget, but the Police Department was not able to purchase any as they were running into compatibility issues. Ballistic vests were also of need. The vests were set to expire in January of 2016. The pricing for the vests was estimated at \$10,075.00, but the Illinois Public Risk Fund Grant could offer \$8,398.00 in assistance. Additionally, City Manager Taylor shared that there would be legislation at some point mandating replacement of ballistic vests.

Mayor Vaughn then asked if any fees were charged to the Saddle Club or Gun Club for use of the range property. City Manager Taylor replied that the clubs were not charged any fees. The Gun Club had an agreement with the City for use of the firing range, but were not charged any fee. The Police Department's proposed building at the gun range would replace two dilapidated storage sheds.

Park Department Supervisor Frank Bradley told the group that a big project of his for the coming year would be the installation of the approved boat slips at East Fork Lake. The project should be completed early in May.

Mr. Bradley would like to see improvements made at the Community Building, specifically to the floors and cabinetry. The floor cannot be repaired, but would need replaced. Due to the nature of the floor itself, Mr. Bradley felt that floor replacement would be needed every few years. A floating floor had been looked into, but with the need of an expansion joint every 40 feet, trip hazards would be prominent.

Councilman McLaughlin asked about upgrading the bathrooms at the Community Building. Mr. Bradley indicated that quite a large amount of money would be needed for such a project. If any remodeling work was done to the bathrooms, handicap accessibility would be required. Another option would be to build on some handicap restrooms.

Councilman Ferguson and Councilwoman Thomas felt that the City would be money ahead to tear down the building and build a new one. Code Enforcement Officer Mike Mitchell estimated about \$500,000.00 would be needed to rebuild a Community Building.

Mulch would be needed at the playgrounds. Band Shell area improvements were desired and would include updates to the siding, concrete work and creation of handicap accessibility.

Two new zero-turn mowers were needed. The new mowers would replace two current 2008 mowers. Mr. Bradley also requested the purchase of a backhoe to dig graves and also utilize in other dirt work. The backhoe would replace the 1982 Case that was currently being used.

A home near Musgrove Park just came up for sale. Councilman McLaughlin wondered if the City would ever need that space for expansion. Mr. Bradley felt that it would not be needed, but would be nice to square off the area.

Mr. Bradley also desired additional roadways and parking at Musgrove Park. Councilman McLaughlin added that the Parks and Recreation Board would be adding such plans into the Comprehensive Plan.

Mr. Bradley is also the Water Plant Supervisor. For the plant, he told the group that granular activated carbon in all four filters at the plant needed to be replaced every five years. The 2015/2016 year was the necessary year for the replacement.

Clarifiers needed painting as the water is slightly acidic and corrodes the paint. The clarifiers were last painted in 2009.

Mr. Bradley wished to continue discussion of a new Water Plant. The current plant was built in 1948. Piping would need to be routed near Ludlow Street and Mack Avenue. Councilman Ferguson felt that the need for a new Water Plant was inevitable. The first step would be to acquire the necessary land. A new plant would hold the treatment units inside of the building, so wear and tear due to weather would not be an issue. Additionally, if a new plant was constructed, the following needs of the current plant would no longer be an issue: air tower, additional storage, clear well, stripper tower and scouring system.

The Water Plant would be seeing an employee retire at the end of the year. Mr. Bradley would like to have someone hired and trained before the retirement.

Street Department Supervisor Tom Umfleet reported that his department would continue their street maintenance program. Curb and gutter replacement would take place on Lathrop Street where there was a problem with standing water.

Councilman Ferguson asked about the purchase of the hot box. Mr. Umfleet replied that the hot box was purchased to heat up asphalt patch. It had been used in a manner to try and recycle used asphalt, however that is not what the equipment was designed for. When asphalt is freshly made, it is put into the hot box to keep it hot so it can be used. It works very well for patchwork, especially during the winter.

A dump truck would be needed, but the cost would be split in half with the Water Distribution Department. A replacement loader would need to be purchased. It is used to operate

the zipper. The cost for that piece of equipment would also be split with Water Distribution and Street Departments. A new storage area for salt was also necessary.

The leaf collection program experienced another rough year. One of the two leaf vacuum machines needs replaced. There is no way for it to become operational, according to the City Mechanic. Councilman Ferguson requested that City Treasurer Sanders supply documentation to show the total cost of the leaf collection program for each year.

The Mechanics Department needed to replace its in-ground lift. The new lift should be a surface-level vehicle lift. Also needed would be a large diesel engine scan code.

For the Water Distribution Department, Mr. Umfleet shared that the West Main water main project more than likely would not be installed this coming year, but needed to be included in the budget in order to begin the process. The Washington Street water tower should be able to have its painting performed this year. Bids should be solicited in April to award in May. Mr. Umfleet also echoed Mr. Taylor's need/project for the 12" water main extension on Hall Street.

The Water Distribution Department also needed a replacement line locator and trash pump. The dump truck and loader listed were the same ones listed in the Street Department that would have the shared cost.

Tony Steber indicated that the Traffic Department needed a new striper. In the Sewer Department, he expressed the need for some sort of storage building for their vehicles. He hoped to construct a 40' by 40' extension onto the garage to hold the 11 pieces.

Two lift stations on South Cove also needed renovating. Councilman McLaughlin asked if Brad Doll's revision to the South Cove subdivision would impact the lift stations. Mr. Steber was not for sure, but did not feel that the Cypress lift station could handle the additions. Mayor Vaughn felt that if the existing system could not handle the new homes, a new system was certainly necessary. Approximately 26 homes were set to be constructed along Blackberry Lane.

Mayor Vaughn shared his wish list for the City. To start, the Mayor expressed his desire for a new plan for industrial development. The City is out of room at its industrial parks. Substantial funds would need to be invested to attain a new park.

The Mayor was also interested in selling water to those who do not live inside City limits. East Fork Lake could also be developed to include recreational facilities. East and Elliot Street bridges should be inspected. The State should also be contacted about the Route 130/CSX overpass. Lastly, the Mayor would like a review of City buildings accompanied by a plan for repair or replacement.

Councilwoman Thomas will be finishing her term in April. She extended many thanks to all of the department heads for their kindness, and expressed appreciation for their hard work. The Councilwoman continued that she would like to see sidewalk placed from Musgrove Park down

Mack Avenue to Highway 130. She would also like to see more effort made in keeping up with the aesthetic of Main Street. The City's ordinances and codes should be upheld.

Councilman Ferguson wanted to have grants sought continuously. He also expressed concern with the Pacific Cycle Building. An annual maintenance checklist should be utilized and reported to the Council.

Councilman Brown was also set to complete his term in April. He expressed his many thanks to the departments. Councilman Brown indicated that he would like to see exploration regarding a permanent bathroom for Musgrove Park. City Engineer Charleston had given the Together We Play Park Project an estimate for \$50,000.00 for such a structure. If not a permanent structure, the Councilman felt that a trailer bathroom, similar to what was used at the City Park, could be used. Park Department Supervisor Frank Bradley noted that he would never again recommend a mobile bathroom facility.

Councilman McLaughlin shared his agreement with the Mayor on the need of a new industrial park. He would also like the City to start planning for Main Street replacement. Money should be put away each year for the project. City Treasurer Sanders commented that \$280,000.00 did exist for Main Street work. The Councilman then suggested the creation of a master lists of all roads and sidewalks that would include the last time they received maintenance.

The department heads and Council members were allowed time to vote for 10 goals, projects, equipment or personnel needs. Mr. Taylor explained votes will be tabulated and reported back to everyone next week.

#### AGENDA #4 "ADJOURN"

Mayor Vaughn moved to adjourn, seconded by Councilman Brown. A majority affirmative voice vote was received.

The special meeting of City Council adjourned at 8:30 p.m.

Kelsie J. Sterchi  
City Clerk