

CITY OF OLNEY
CITY COUNCIL MEETING
MARCH 25, 2019

AGENDA #1 “CALL TO ORDER” The March 25, 2019, meeting of the Olney City Council was called to order at 7:00 p.m. in the Council Chambers of the Olney City Hall located at 300 S. Whittle Avenue, Olney, Illinois, with Mayor Mark Lambird presiding.

AGENDA #2 “PLEDGE OF ALLEGIANCE TO THE FLAG-PRAYER” Council members and visitors joined in the pledge of allegiance to the flag. Zachary Caress led the group in prayer.

AGENDA #3 “ROLL CALL” The following Council members were present: Morgan Fehrenbacher, Les Harrison, Belinda Henton, John McLaughlin and Mark Lambird. Also present were City Manager Allen Barker, City Treasurer Jane Guinn, City Clerk Kelsie Sterchi, City Attorney Bart Zuber, and City Engineer Mike Bridges.

AGENDA #4 “PRESENTATION OF CONSENT AGENDA”

4-A “Approve Minutes of Council Meeting on March 11, 2019”

4-B “Approve and Authorize Payment of Accounts Payable March 26, 2019” Pooled Cash \$120,347.84, Manual Pooled Cash \$11,100.79, Utility Refunds \$1,430.89, Tree Project \$88.00, Police Pension \$600.00, MFT \$1,605.39, Tourism \$1,516.50, Route 130 TIF \$49.50

4-C “Raffle License: Olney VFW Post #4226”

4-D “Raffle License: Richland County Farm & Fair Association”

4-E “Establish Memorial Day and Independence Day as Free Swim Days for 2019 at the Musgrove Aquatic Center”

4-F “Appointment: Todd Bettis to the Tree Board”

AGENDA #5 “REMOVAL OF ITEMS FROM CONSENT AGENDA” No items were requested for removal from the consent agenda.

AGENDA #6 “CONSIDERATION OF CONSENT AGENDA” Councilman McLaughlin moved to approve the items on the consent agenda, seconded by Councilwoman Fehrenbacher. A majority affirmative voice vote was received.

AGENDA #7 “CONSIDERATION OF ITEMS REMOVED FROM CONSENT AGENDA” No consideration was necessary since no items were removed from the consent agenda.

AGENDA #8 “PRESENTATION OF ORDINANCES, RESOLUTIONS, ETC.”

8-A “Tourism Grant Request: National Bluetick Reunion” The Council was provided with a Tourism Grant Application submitted by the East Richland Coon Hunters Association (Coon Hunters), and a listing of Tourism Grant General Information. Cindy Duncan and John Steber were present to speak on the request.

Councilwoman Henton noted that the application stated that the event would be a national event. She wondered where attendees would be coming from. Mr. Steber did not have a set list of states, but noted that attendees would be coming in nationwide.

Looking at the estimated income and expenses, Councilwoman Henton noted that with the requested \$2,000.00 grant, the event would generate \$9,350.00 worth of income compared to the expected \$3,675.00 in expenses. Because the event would be making money, she did not believe that the grant would be needed.

Councilwoman Henton continued by pointing out that as part of the Evaluation Criteria, it stated that the event should attract other sources of funding or matched funding. She wondered if the Coon Hunters had sought alternate funding sources. Mrs. Duncan replied they had not.

Mayor Lambird knew that Tourism funds were generated from Hotel/Motel Tax. He asked if any attendees would be staying in hotels. Mrs. Duncan replied that about 20 attendees would be camping in the City Park, but the rest of the expected 200 attendees would be staying in hotels.

Mayor Lambird then asked if the Coon Hunters felt their event expenses could come in higher than what was listed. Mrs. Duncan and Mr. Steber believed so. Mrs. Duncan stated that until closer to the event date, they would not know for sure how many people would be attending.

Councilwoman Henton noted that the event would be taking place in 15 days, but the application criteria stated applications should be received at least 90 days prior. Councilman McLaughlin replied that several Tourism Grant Applications were received less than 90 days before an event and that such applications were still granted funds. He did not believe it was fair for the Council to deny the application because of the date submitted. Councilwoman Henton replied that the purpose for the 90 day rule was so that ILLINOISouth could help advertise the event to bring in even more people.

Understanding that the application currently showed that the event would be making money, Mayor Lambird asked what would be done with any funds made from the event. Mrs. Duncan indicated that funds would go towards future events, and that they would like to be able to donate towards a scholarship for local hunters. Mr. Steber agreed.

Councilman McLaughlin moved to approve a Tourism Grant up to \$2,000.00 for the National Bluetick Reunion, seconded by Councilman Harrison. Councilmen Harrison, McLaughlin, and Mayor Lambird voted yes. Councilwomen Henton and Fehrenbacher voted no. The motion carried.

8-B "Resolution: Authorize the Sale of 522 W. Butler Street by Public Auction" The Council was provided with a proposed resolution that would authorize a public auction for the sale of 522 W. Butler Street.

Mr. Barker reminded the Council that no sealed bids were received for the sale of 522 W. Butler Street. The next step in the process of selling the property would be to have the Council authorize sale by public auction. The proposed auction was set for 4:00 p.m. on Monday, April 22, 2019.

Councilman McLaughlin moved to approve 2019-R-18, seconded by Councilwoman Fehrenbacher. A majority affirmative voice vote was received.

8-C “Resolution: Authorize a Representative to Sign Loan Documents for the Olney Wastewater Treatment Plant’s Addition of UV Disinfection” The Council was provided with a proposed resolution from the EPA that would authorize the Mayor to sign loan documents for the Wastewater Treatment Plant’s addition of UV disinfection.

Councilman Harrison moved to approve the EPA resolution that would authorize the Mayor to sign loan documents for the Wastewater Treatment Plant’s addition of UV disinfection, seconded by Councilwoman Fehrenbacher. A majority affirmative voice vote was received.

8-D “Resolution: Amend the 2018/2019 Budget in the City Clerk Department for the Purchase of a Burster” The Council was provided with a proposed resolution that would amend the 2018/2019 City Clerk budget for the purchase of a burster.

Mrs. Sterchi told the Council that an appropriate burster had been found for the utility bills, but an additional accessory would be needed for the machine. She had planned to purchase the accessory from the Maintenance of Equipment line item, but the City Treasurer preferred a budget amendment that would have all burster-related purchases listed under the Burster line item.

Councilman McLaughlin knew that the Illinois Gas Company had switched to a different kind of billing, and wondered if Mrs. Sterchi had researched that option. Mrs. Sterchi indicated so. The costs of folding, envelopes, sealing, and postage would be much more expensive than the current way of billing.

Councilman McLaughlin moved to approve 2019-R-19, seconded by Councilwoman Henton. A majority affirmative voice vote was received.

8-E “Ordinance: Amend Sections 13.04.060 (Repairs at Expense of Owner) & 13.08.130 (Responsibilities of Owner) of the City of Olney Municipal Code” The Council was provided with a proposed ordinance that would amend Sections 13.04.060 (Repairs at Expense of Owner) and 13.8.130 (Responsibilities of Owner) of the City of Olney Municipal Code.

Mrs. Sterchi told the Council that the Sewer and Water Distribution Supervisors had recently expressed issues with non-compliance when it came to customers that refuse to make necessary repairs to water and/or sewer lines that they are personally responsible for that can potentially become public health hazards. The proposed Code changes would allow for the City to disconnect water service after a certain period of time for continued non-compliance. Mrs.

Sterchi added that the City Attorney had reviewed the proposed ordinance and believed all to be in order.

Mayor Lambird asked how many people per month the change would affect. Mrs. Sterchi replied it would not affect many people at all, but would give the City authority to take action if there was a continued problem.

Councilwoman Henton moved to approve Ordinance 2019-11, seconded by Councilwoman Fehrenbacher. A majority affirmative voice vote was received.

8-F “Request: Solicitations of Donations for the VFW’s Relief Fund at the Intersection of Main and East Streets from 9:00 A.M. Until 5:00 P.M. on May 18, 2019” The Council was provided with a letter of request from VFW Post #4226 Commander Ryan Higginbotham. The letter requested permission to solicit donations at the intersection of Main and East Streets for the VFW’s Relief Fund on May 18, 2019, from 9:00 a.m. until 5:00 p.m.

Commander Higginbotham stated that the VFW’s Relief Fund would receive donations solicited through a Poppy Drive that would take place on May 18th. Poppies would be sold at Rural King and WalMart that day, but the VFW would also like to solicit donations at the intersection of Main and East Streets. The Relief Fund is used to help needy veterans and their families.

Mayor Lambird asked how much money was typically raised during their Poppy Drives. Commander Higginbotham was not sure because they had not held such a drive in several years.

Councilman McLaughlin moved to authorize the solicitation of donations for the VFW’s Relief Fund at the intersection of Main and East Streets from 9:00 a.m. until 5:00 p.m. on May 18, 2019, seconded by Councilwoman Fehrenbacher. A majority affirmative voice vote was received.

8-G “Resolution: Amend the 2018/2019 Budget in the Street Department for Purchase of a Grader Scraper” The Council was provided with a proposed resolution to amend the 2018/2019 Street Department budget for the purchase of a grader scraper.

Mr. Barker explained that funds were available in the Street Department’s budget to make the purchase of a grader scraper this fiscal year instead of next, if a budget amendment could be made.

Councilwoman Henton moved to approve 2019-R-20, seconded by Councilman Harrison. A majority affirmative voice vote was received.

AGENDA #9 “REPORTS FROM ELECTED AND APPOINTED OFFICIALS”

9-A “Status Report-City Manager” The Council was provided with a Status Report from the City Manager. Mr. Barker told the Council that the drainage project at the intersection of S. Whittle Avenue and E. Monroe Street had been completed in the prior week. He expected the project total would be about \$20,000.00.

9-B “RCDC Report” RCDC Executive Director Courtney Yockey reported that he was recently at the Best Western Plus site and work was still coming along swiftly. The hotel projected to be open in April. Additionally, Mr. Yockey said that a business workshop on disaster preparedness would be held at RCDC on April 11, 2019. Lastly, the CEO trade show would be held at The Holiday on April 24, 2019.

Councilwoman Henton asked how progress was coming along with Yamato. Mr. Yockey replied that the restaurant hoped to be open within the next few weeks.

9-C “Chamber of Commerce Report” Councilwoman Fehrenbacher reminded the Council that Chamber’s Annual Luncheon Meeting was coming up on April 16, 2019. Councilman McLaughlin noted that the speakers at the luncheon would be Congressman Shimkus, Senator Righter, and Mayor Lambird.

9-D “Parks & Recreation Board Report” The Parks & Recreation Board had not submitted a report.

9-E “Tourism Board Report” Councilwoman Henton had nothing to report.

AGENDA #10 “PUBLIC COMMENTS/PRESENTATIONS” No one from the public wished to speak.

AGENDA #11 “2019/2020 BUDGET DISCUSSIONS”

11-A “General Corporate” Mrs. Guinn ran through a slideshow of General Corporate’s proposed budgets for 2019/2020. The first income budget explained was for the Administrative Department. Mrs. Guinn noted that not much would change as far as income, but did note that \$164,500.00 was to be used in the next fiscal year for the Housing Rehab Grant, compared to the \$216,300 this fiscal year.

In Legislative, Mrs. Guinn explained that the Contractual Services amount included funds for Animal Control, the U.S. 50 Coalition, and After Prom.

In the Industrial Commission, an extra \$1,000.00 was added for the next fiscal year due to the pledged donation to the Richland County C.E.O. Program.

For Board of Fire & Police Commissioners, the \$5,025.00 would be for fire and police department testing for new hires.

Contractual Services for Administrative also reflected a \$164,500.00 expenditure for the Housing Rehab Grant, and an extra \$44,000.00 to be transferred to the Fire Pension Fund. Capital Outlay would include \$2,000.00 for a computer and \$50,000.00 for contingencies. Mrs. Guinn stated that it had also been recently decided to also include a line item for the Pacific Cycle Roof in the amount of \$375,000.00. She pointed out that the funds for the roof would be taken from reserves earmarked for that purpose.

Sanitary Hauling would not show any significant changes.

The City Clerk Department would also not reflect much of a change, but \$2,000.00 had been included in Capital Outlay for a computer.

The City Treasurer Department reflected a budgeted decrease in income of \$1,509.00. Because the State did not end up mandating the switch to accrual accounting, the extra funds would not be needed. An amount of \$4,000.00 was included in Capital Outlay for the purchase of two computers.

Legal Services budgeted expenses for the City Attorney and retaining fees for the labor attorney. A \$6,757.00 increase was expected in this department.

The budget for Engineering had increased by \$10,057.00. Mrs. Guinn indicated that was due to ownership changes within Charleston Engineering.

Code Enforcement would also not see much of a change, but \$1,440.00 was taken out of Capital Outlay for the next fiscal year.

The RCDC budget for income and expense would cancel each other out. The City pays the wages for the part-time assistant, but then would be reimbursed.

For Recycling, the budget was projected to increase from \$24,188.00 to \$42,495.00 due to the newly mandated charge of \$0.99 per month for each residential water bill. The income and expense would both be \$42,495.00, again cancelling out one another.

In City Hall Maintenance, Personnel Services would increase by \$804.00 for janitorial service. Capital Outlay included \$10,000.00 for remodeling, \$5,000.00 for a storage room with shelving, and \$50,000.00 for resurfacing of the parking lot. Mayor Lambird asked if the parking lot would be asphalted. Mr. Barker confirmed.

In the Fire Department, Mrs. Guinn pointed out that \$20,864.00 was not included for the next fiscal year because no State Fire Marshal Grant would be received. The Donations line item was also less, mainly because of the \$30,000.00 grant received in the current fiscal year for a drone. Mrs. Guinn continued that income would be received from the IPRF Grant for SCBA equipment.

On expense for the Fire Department, Contractual Services was increasing, mainly due to \$5,000.00 being needed for third-party hose testing. There were some increases in Capital Outlay. Line items of notable increase were \$1,400.00 for pagers and chargers, and \$4,000.00 for portable radios. A line item had also been added for SCBAs in the amount of \$70,000.00, but Mrs. Guinn noted that a grant application had been submitted for this expenditure.

Last year, one of the Fire Department's HVAC systems was replaced. An amount of \$8,000.00 had been budgeted to replace the second unit. Additionally, \$5,300.00 was included for building improvements, and \$2,000.00 for equipment replacement.

Councilman McLaughlin noted that Fire Department expenses were increasing by 7%. He cautioned that if the trend continued, the Foreign Fire District should be approached for an increase in contribution. Because many Fire calls were from outside of City limits, he did not believe it was fair that City residents be the only ones to pay for the increase in expenses. Mrs. Guinn stated that such topic should be included in tax levy discussions.

Lastly, Mrs. Guinn noted that the \$17,500.00 Debt Service in the Fire Department was for the fire truck loan.

Income for the Police Department was proposed to be similar for the next fiscal year except that \$7,922.00 had been removed from the IPRF Grant since the Fire Department would be receiving the funds for 2019/2020. Personnel Services was budgeted to increase by \$81,136.00 due to provisions of the FOP contract.

For Contractual Services, Joint Dispatch Expense would be increasing by \$15,316.00. In Supplies, an increase was expected of \$11,778.00, mainly due to fuel, computer service, and supplies.

For Capital Outlay, the Police Department budgeted \$37,500.00 for a vehicle, \$1,000.00 for improvements at the Firing Range, \$5,000.00 for Tasers, \$2,000.00 for a computer, \$3,500.00 for an in-car camera, \$5,200.00 for an in-car computer, and \$1,000.00 for building improvements. The Police Department was also budgeting \$70,000.00 for Flex software. If the County converted to the Flex software, the City also should.

The income for Parks & Cemeteries was projected to be down in the next fiscal year. The main reason was because in 2018/2019, \$15,175.00 had been transferred in from the Christmas Light Display for the purchase of a lift.

In Capital Outlay, Parks & Cemeteries budgeted \$17,000.00 for riding lawn mowers, \$10,000.00 for the demolition of the Musgrove House, and \$20,000.00 for cemetery road repair. Mrs. Guinn pointed out that funds for the cemetery road repair would be paid for out of the Perpetual Care Fund.

Since creating the preliminary budget, Parks & Cemeteries Supervisor Frank Bradley requested an additional \$2,000.00 for riding lawn mowers, actually totaling \$19,000.00 for that line item. That extra amount would be taken from the Recreation Department budget.

In Recreation, the income would be close to the same except \$13,000.00 would not be included for next year. The City received \$13,000.00 worth of donations this fiscal year for the purchase of the lightning detector.

For Capital Outlay in Recreation, \$2,000.00 had been budgeted for bathhouse roof repair. This is the line item where now, the \$2,000.00 would be removed and placed in the line item for riding lawn mowers in Parks & Cemeteries. Mr. Bradley had indicated that he would handle the roof repair himself. Also listed in Capital Outlay was \$14,000.00 for tanked swimming pool water heaters, \$7,000.00 for a pool shade, and \$10,000 to replace the #2 swimming pool pump.

Mayor Lambird wondered if tankless water heaters would save enough money in the long run to make sense purchasing now. Mr. Bradley did not believe so.

The Band budget's income and expense were directed by the tax levy.

For the Street Department, overall income was increasing by \$259,045.00. A few of the line items had decreased, and the main contributor to the increase was the expected \$260,813.00 to be received from CDAP for Elliott Street bridge repair.

In Street Department expenses, \$39,580.00 would be seen as an increase in Personnel Services. Contractual Services would be reduced by \$47,478.00. Street striping and street survey expenses would not be needed for 2019/2020. Supplies would be increasing by \$23,006.00 mainly due to price increases on salt, concrete, and pipe.

For Capital Outlay, \$314,931.00 was budgeted for repairs to the Elliott Street bridge, and \$30,000.00 for Linn Street bridge repair.

The Mechanic budget was only increasing by \$2,828.00 and would have no capital expenditures.

The proposed Library budget was identical to 2018/2019. An amount of \$8,600.00 had been budgeted for utilities. Any incurred utility bills above that amount would be paid solely by the Library. For Capital Outlay, \$7,000.00 was proposed for books.

In summary, the total revenue for 2019/2020 in General Corporate was proposed to be \$6,130,217.00. Total expenses for 2019/2020 in General Corporate were expected to be \$6,606,499.00. Overall, the 2019/2020 appeared to be (\$476,282.00) unfavorable. To make the budget break even, \$375,000.00 would be brought in from funds dedicated for Pacific Cycle roof repair, \$20,000.00 would be brought in from the Perpetual Care Fund, and \$81,282.00 would be brought in from Reserves.

Mrs. Guinn continued to report that the amount of unrestricted funds available as of February 28, 2019, was \$3,254,552.00. Since 2015, that amount of unrestricted cash had increased by \$568,795.00.

In Designated Funds as of February 28, 2019, \$375,743.00 existed for Pacific Cycle, \$384,230.00 for Main Street Resurface, and \$50,437.00 for Walnut/Main Street Storm Sewer. At the next Council meeting, Mrs. Guinn hoped the Council would authorize placing an additional \$50,000.00 into each of those Designated Funds.

Mrs. Guinn continued that before working on balancing the 2019/2020 budget, the budget would have been (\$1,363,482.00) unfavorable. An amount of \$887,200.00 had been cut from the original proposed budget to get to the reflected unfavorable amount of (\$476,282.00). As detailed earlier in the minutes, that unfavorable amount has been balanced by using Designated Funds and Reserves.

In earlier budget discussions, Councilman McLaughlin recalled that Silver and Cherry Street repair projects had been removed from the 2019/2020 project list. He wondered what the future plans were for the repair of those roads. Street Department Supervisor Tyler Kocher indicated that the main problem was funding. There were not enough funds available to take care of the needs for the upcoming fiscal year plus the two large street projects. Mr. Barker added that if the Silver and Cherry Street projects were to be completed in this next fiscal year, the funds would need to be taken out of the fund balance in order to do so.

Councilman McLaughlin asked if Silver and Cherry Streets were of high priority. Councilwoman Fehrenbacher pointed out that such information was the reason that the street survey was conducted and the reason that the Citizens Road Committee had formed. Councilman McLaughlin admitted that the Citizens Road Committee had not met in quite some time. Regardless, he wanted to know a long term solution to the City's poor roads. Mr. Barker replied that revenue was the answer. Discussions had taken place on new revenue sources, but nothing had yet been set in stone. Unless the Council wished to dip into reserves, such large projects could not take place. Rough estimates for repair to Silver and Cherry Streets were about \$265,000.00 per street.

This year's big project would be repairing the Elliott Street bridge. After that, the East Street bridge should also be repaired.

Councilman McLaughlin asked how much longer until Main Street would need to be resurfaced. Mr. Kocher believed Main Street would need the resurfacing in about two years. The project would cost about \$1,000,000.00. He added that Butler Street would also need to be addressed before long.

11-C "Miscellaneous Funds" Mrs. Guinn ran through a slideshow of budgets for Miscellaneous Funds for 2019/2020.

For Fire Pension, a significant increase in income was expected. Mrs. Guinn reminded the Council that this was due to the \$73,466.00 increase in the tax levy along with the \$44,000.00 transfer in from General Corporate. Expenditures would be similar to last year with the Fire Pension budget expected to be favorable by \$37,748.00 compared to this fiscal year coming in unfavorable at (\$81,188.00).

In Police Pension, 2019/2020 income was expected to decrease by \$71,170.00. Expenditures would also be similar to last year, and the Police Pension budget was expected to be favorable by \$182,927.00 for the next fiscal year.

For MFT, Mrs. Guinn pointed out that income would be similar to the prior fiscal year. Expenses were shown to be higher by \$81,527.00 because the invoice for the Whittle Avenue Project had still not been received. The MFT budget looked to be unfavorable for 2019/2020 by (\$39,700). Even so, Mrs. Guinn indicated that enough money was in the MFT bank balance to cover the unfavorable amount.

Mayor Lambird asked how far \$150,000.00 would go as listed in the Maintenance of Street line item. Mr. Kocher replied that it would pay for patch for the year, MFT concrete, and the oil and chip program.

Mrs. Guinn then moved on to the Route 130 TIF District. Income was expected to increase by only \$5,826.00. Expenditures would be decreasing by \$66,553.00. Mrs. Guinn pointed out that line items were added for the Route 130 Sidewalk (City Match) in the amount of \$21,062.00, and Main Street/Route 130 Signal Upgrade in the amount of \$150,000.00. For 2019/2020, the budget reflected an unfavorable amount of (\$52,112.00). Mrs. Guinn indicated that the Route 130 TIF bank balance held \$164,529.00 to cover the unfavorable amount.

AGENDA #12 “CLOSED SESSION: SALE OR LEASE PRICE OF REAL PROPERTY; ACQUISITION OF REAL PROPERTY; APPOINTMENT, EMPLOYMENT, COMPENSATION, AND PERFORMANCE OF SPECIFIC EMPLOYEES; AND COLLECTIVE NEGOTIATING MATTERS” Councilman Harrison moved to adjourn to closed session to discuss sale or lease price of real property; acquisition of real property; appointment, employment, compensation, and performance of specific employees; and collective negotiating matters, seconded by Councilwoman Fehrenbacher. A majority affirmative voice vote was received.

Councilmen Harrison, McLaughlin, Councilwomen Fehrenbacher, Henton, Mayor Lambird, City Treasurer Guinn, City Attorney Zuber, and City Clerk Sterchi left the Council Chambers at 7:48 p.m.

AGENDA #13 “RECONVENE OPEN SESSION” Upon return of those who were in closed session to the Council Chambers, Councilwoman Henton moved to enter back into open session,

seconded by Councilwoman Fehrenbacher. A majority affirmative voice vote was received. Open session resumed at 8:28 p.m.

AGENDA #14 “ADJOURN” With no further business to discuss, Councilwoman Fehrenbacher moved to adjourn, seconded by Councilman Harrison. A majority affirmative voice vote was received.

The meeting adjourned at 8:29 p.m.

Kelsie J. Sterchi
City Clerk

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