

CITY OF OLNEY  
CITY COUNCIL MEETING  
MARCH 27, 2017

AGENDA #1 “CALL TO ORDER” The March 27, 2017, 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 Ray Vaughn presiding.

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

AGENDA #3 “ROLL CALL” The following Council members were present: Les Harrison, Belinda Henton, John McLaughlin, and Ray Vaughn. Bob Ferguson was absent. Also present were City Attorney Bart Zuber, City Clerk Kelsie Sterchi, City Treasurer Chuck Sanders, Assistant City Treasurer Jane Guinn, and City Engineer Charleston.

AGENDA #4 “PRESENTATION OF CONSENT AGENDA”

4-A “Approve Minutes of Council Meeting on March 13, 2017”

4-B “Approve and Authorize Payment of Accounts Payable March 28, 2017” Pooled Cash \$69,594.92, Manual Pooled Cash \$6,956.75, Utility Refunds \$774.22, MFT \$37,282.02

4-C “Raffle License: Richland County ABATE”

4-D “Raffle License: Olney Central College Automotive Club”

4-E “Raffle License Salvation Army Social Services”

4-F “Ordinance: Authorize Disposal of an Item of Personal Property Owned by the City of Olney – Police Bulletproof Vest Used by Police Officer Daron Harmon” 2017-19

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

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

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 “Special Event Request: Whittle Rock on June 17, 2017” The Council was provided with a Special Event Application from Bobalou’s for Whittle Rock. Whittle Rock was proposed to be held on June 17, 2017, from 2:00 p.m. until 12:00 a.m. Because the Special Event Application involved a closure of a portion of Whittle Avenue, it was Mr. Barker’s preference that the Council hear the request. Brad Cooley was present to speak on the request.

Mayor Vaughn asked Mr. Cooley to describe the proposed event. Mr. Cooley reminded the Council that Whittle Rock was an event that had taken place for quite a few years. The event did not happen in 2016 due to a change in Bobalou's management. Several local musicians would be playing during the event. The event would be open to those of all ages, but alcohol would only be served to those over 21 years of age. Adequate security would be present.

Even though the event would take place from 2:00 p.m. until 12:00 a.m., Bobalou's was requesting that road closures go into effect from 12:00 p.m. until 1:00 a.m.

Councilman McLaughlin moved to approve the Special Event Application from Bobalou's for Whittle Rock on June 17, 2017, seconded by Councilman Harrison. A majority affirmative voice vote was received.

8-B "Request: Class S Liquor License for Whittle Rock as Applied for by Bobalou's" The Council was provided with a Class S Liquor License Application from Bobalou's for Whittle Rock. In conjunction with the event, Bobalou's wished to provide alcohol sales outside of their premises. Class S liquor licenses had been granted for Whittle Rock in the past.

City Attorney Zuber felt that the "Event Time" on the application was filled out backwards. The Special Event Application showed an event time of 2:00 p.m. until 12:00 a.m. The Class S Liquor License Application showed an event time from 12:00 p.m. until 2:00 a.m. Mr. Zuber also pointed out that alcohol could not be sold past 1:30 a.m. Mr. Cooley also felt that was in error.

Councilman McLaughlin moved to approve a Class S liquor license for Bobalou's for Whittle Rock from 2:00 p.m. (June 17, 2017) until 1:00 a.m. (June 18, 2017), seconded by Councilman Harrison. A majority affirmative voice vote was received.

8-C "Resolution: Accept Quote for SCBA Cylinders for the Fire Department, Waive Formal Bidding Procedures, and Authorize Expenditure for SCBA Cylinders" The Council was provided with a proposed resolution that would accept a quote for self-contained breathing apparatus (SCBA) cylinders for the Fire Department, waive formal bidding procedures, and authorize an expenditure of \$12,061.00 for SCBA cylinders.

Mr. Barker told the Council that the Fire Department had budgeted \$12,000.00 in the 2016/2017 budget for the purchase of SCBA cylinders. Because Sentinel Emergency Solutions was the only distributor in this region that supplied units compatible with the rest of the City's equipment, it was requested that formal bidding procedures also be waived.

Councilman McLaughlin asked how long the cylinders would last. Fire Chief Hill replied that the cylinders should last about 15 years. The cylinders needing replaced were received years ago as provided by a grant, therefore they were all coming due at the same time.

Councilman McLaughlin moved to approve 2017-R-15, seconded by Mayor Vaughn. A majority affirmative voice vote was received.

8-D "Ordinance: Authorize the Disposal of Items by Trade In of Personal Property Owned by the City of Olney, Accept Quote for Thermal Imaging Cameras for the Fire Department, Waive Formal Bidding Procedures, & Amend the 2016/2017 Budget" The Council was provided with a proposed

ordinance that would authorize the trade in of an inoperable thermal camera, accept a quote for new thermal imaging cameras, waive formal bidding procedures, and amend the 2016/2017 budget. The Council was also provided with a memo from Fire Chief Hill, a sales quote from Dinges Fire Company, and a sales quote from FirstOut Rescue Equipment.

Mr. Barker explained that the inoperable thermal imaging camera could be traded in for a \$500.00 price reduction on the new thermal imaging cameras through Dinges Fire Company. Dinges Fire Company was also the only Bullard dealer in this region, and quoted \$8,495.00 for the purchase. For the Council's information, Chief Hill did provide a quote from FirstOut Rescue Equipment, Inc., in the amount of \$9,269.00 for the cameras. No trade in option was available with FirstOut Rescue Equipment, Inc.

Mayor Vaughn asked if thermal imaging cameras had been budgeted for by the Fire Department. Mr. Barker confirmed.

Mayor Vaughn moved to approve Ordinance 2017-20, seconded by Councilman McLaughlin. A majority affirmative voice vote was received.

8-E "Resolution: Accept Bid for Demolition of 304 Lee Avenue" The Council was provided with a proposed resolution to accept a bid for the demolition of a single-family residence and unattached garage located at 304 Lee Avenue.

Mr. Barker told the Council that bids were opened for this demolition on March 24, 2017. The low bidder was Enlow Welding, Inc., in an amount of \$5,250.00. Other bids received were \$6,400.00 from Doll's, Inc., and \$9,400.00, from Robert Simmons, LLC.

Mayor Vaughn moved to approve 2017-R-16, seconded by Councilman Harrison. A majority affirmative voice vote was received.

8-F "Resolution: Accept Bid for Demolition of 539 S. Shields Street" The Council was provided with a proposed resolution to accept a bid for the demolition of a single-family residence located at 539 S. Shields Street.

Bids for this demolition were also opened on March 24, 2017. The low bidder was Enlow Welding, Inc., in an amount of \$3,500.00. Other bids received were \$4,200.00 from Robert Simmons, LLC., and \$3,890.00 from Doll's, Inc.

Mayor Vaughn moved to approve 2017-R-17, seconded by Councilwoman Henton. A majority affirmative voice vote was received.

8-G "Resolution: Accept Bid for the Kitchell Avenue Paving Project" The Council was provided with a resolution to accept a bid for the Kitchell Avenue Paving Project, and a bid tabulation.

Mr. Barker told the Council that bids for the project were opened earlier that morning. The project would consist of concrete work on Kitchell Avenue from Main Street to Market Street. The asphalt portion would be separate.

The low bid for the project came in at \$162,988.73 from A.J. Walker Construction. Other bids received were \$203,648.75 from Kieffer Brothers Construction, \$218,980.19 from Luttrell Backhoe, and \$238,455.43 from John Lewis Construction.

Councilman McLaughlin asked how much money had been budgeted for this particular project. Mr. Barker replied that \$300,000.00 had been budgeted. Mr. Sanders added that the budgeted \$300,000.00 included engineering fees that were not part of the bid that had been received.

Councilman McLaughlin asked when the paving project would start. City Engineer Charleston replied that it could be two weeks or so before the project could begin.

Councilman McLaughlin moved to approve 2017-R-18, 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. Other than the information listed on the Status Report, Mr. Barker had nothing to add.

#### AGENDA #10 “PUBLIC COMMENTS/PRESENTATIONS”

10-A “Brian O’Neill” Brian O’Neill reminded the Council that he was running for Mayor, and would appreciate their vote. Even so, Mr. O’Neill felt that every City Council that had served was responsible for running down the City. He also felt that the current administration was in violation of the Americans with Disabilities Act.

Also from the audience, David Tice, of 118 E. Chestnut Street, wished to speak. Mr. Tice described that the cement on the right-of-way in front of his property was very much damaged and holding water. In addition to the damage, he felt that the extra water would become a breeding ground for mosquitos. He then provided the City Manager with his phone number for a follow up.

#### AGENDA #11 “2017/2018 BUDGET DISCUSSIONS”

11-A “General Corporate” The Council had been provided earlier in the week with a preliminary budget sheet for General Corporate as prepared by City Treasurer Sanders and Assistant City Treasurer Jane Guinn. Mrs. Guinn also had a Powerpoint presentation prepared. All department heads were present to help answer any questions.

In the Legislative Department, Mrs. Guinn commented that expenditures would be \$15,533.00 less than 2016/2017. She said this was because the City had donated a portion of the proceeds made from Industrial Park land sale to the Chamber of Commerce in 2016/2017.

For Industrial Commission (RCDC support), expenditures were projected to be about \$8,500.00 less than 2016/2017. Mrs. Guinn explained that legal and engineering fees had been removed.

The Board of Fire & Police Commissioners budget would also be about \$3,112.00 less. This was because the Fire Department had just gone through their testing rounds. The Police Department would be testing again in the 2017/2018 year.

The income for the Administrative Department was projected to be almost \$400,000.00 more for 2017/2018. The difference would be because the City budgeted to receive the \$400,000.00 CDBG Housing Grant in 2017/2018.

For expenses in Administrative, Mrs. Guinn pointed out that Contractual Services showed a large increase to \$469,100.00. Again, disbursement of the CDBG Housing Grant funds were anticipated in 2017/2018 of \$420,000.00.

The Sanitary Hauling department showed a similar proposed budget to the prior year. Mrs. Guinn reminded the Council that residential customers were billed \$7.00 per month for sanitary hauling services. The City then paid Republic Services \$6.65 of that amount.

Mrs. Guinn then stated that the City Clerk, City Treasurer, Legal Services, and Engineering departments' proposed budgets were similar to that of the prior year.

Mrs. Guinn continued that the Code Enforcement Department increased the Personnel Services line item by \$14,755.00 because 2017/2018 would be the first full year that the department would have a part time employee.

The RCDC Department also showed an increase of income and expense by \$6,318.00. The City pays the RCDC secretary's wages. A full time secretary was anticipated to be hired for the coming fiscal year.

The Recycling Department showed a similar proposed budget to the prior year. Mrs. Guinn also reminded the Council that participating residential customers were billed \$3.50 per month for curbside recycling services. The City then paid Wilson Metals \$3.25 of that amount.

The City Hall Maintenance department showed a \$30,344.00 decrease for the new fiscal year. This was because all Capital Outlay was removed from the proposed budget.

Moving on to the Fire Department, Mrs. Guinn showed that \$350,000.00 worth of income would not be received in 2017/2018 because the proceeds for the fire truck loan were received in 2016/2017. The Rural Fire District income would be increasing by \$59,889.00 because the District had raised their tax levy.

For expenses in the Fire Department, Personnel Services showed a proposed increase of \$32,439.00 because of the pay increase for paid-on-call firefighters. The \$12,309.00 increase in Contractual Services was for new personnel to be sent to academy training. Supplies also saw a \$17,296.00 increase due to the foreign fire expense that was reported in 2016/2017.

Additions to Capital Outlay included \$500.00 for pagers and chargers, \$19,000.00 for rescue systems, \$13,800.00 for SCBA cylinders, and \$20,000.00 for tools and equipment for the new fire truck. The debt service amount of \$17,500.00 would be for the second year of payments on the fire truck loan.

Moving on to the Police Department, Mrs. Guinn told that the income would be similar to the prior year.

For expenses in the Police Department, the Contractual Services amount of \$295,241.00 was for the City's contribution to Joint Dispatch. The highest item in Capital Outlay was \$36,000.00 for a new police vehicle.

In Parks & Cemeteries, Mrs. Guinn explained that the reduction in income was due to no more anticipated donations for the Rotary Park Pavilion, Tree Identification Park and Together We Play Park. The Together We Play Park line item in Capital Outlay would be disbursing the last of the donations for a new swingset.

The Recreation Department also did not anticipate donations in the 2017/2018 year. Other than that, the income would be similar to the prior year. The only capital item was \$20,000.00 for the painting of the swimming pool.

The Band Department showed income from the tax levy in the amount of \$8,100.00. An amount of \$8,075.00 was expected to be paid to the Cummins Municipal Band, as well as utilities.

The income for the Street Department was expected to stay about the same. Personnel Services and Contractual Services were anticipated to also remain about the same. Supplies were anticipated to increase by \$23,534.00.

In Capital Outlay, \$130,000.00 was budgeted for Side/Ditch Mower/Tractor, and \$371,500.00 total for work on Kitchell Avenue. Other proposed projects included \$4,000.00 for work on the drive at Bird Haven, and \$10,000.00 for the Walnut Street ditch.

The Mechanics Department proposed budget was similar to that of the prior year except for budgeting \$15,000.00 for a used forklift.

Mrs. Guinn then showed that the proposed budget for the Library was for the same amount as the prior year.

In summary, a total revenue for 2017/2018 in General Corporate was expected to be \$5,812,243.00. Total expenditures were expected to be \$6,186,959.00. The difference in amounts would show a (\$374,716.00) deficit.

Mrs. Guinn then mentioned that as of February 28, 2017, Unrestricted Funds totaled \$3,354,604.00. Designated Funds could be set aside for the Pacific Cycle roof, Main Street

resurfacing, bridge work on East and Elliott Streets, and Kitchell Avenue repair in the 2016/2017 budget year, should the Council choose to do so. There were also Restricted Funds for MFT.

11-B “Motor Fuel Tax” The Council had been provided earlier in the week with a preliminary budget sheet for Motor Fuel Tax (MFT) as prepared by City Treasurer Sanders and Assistant City Treasurer Jane Guinn. Mrs. Guinn also had a Powerpoint presentation prepared.

For 2017/2018, Mrs. Guinn expected \$231,000.00 worth of income. For expenses, \$175,000.00 would be needed for regular maintenance of streets and \$460,536.00 for the Whittle Avenue Project. Between income and expense, it was expected that the MFT budget would have a (\$404,536.00) deficit.

Mayor Vaughn wondered if the additional money going towards the Whittle Avenue Project would negatively affect the annual oil and chip program. City Engineer Charleston did not feel that oil and chip would be affected in the coming fiscal year.

Councilman McLaughlin supported the Treasury Department’s recommendation to add about \$300,000.00 to the MFT fund from General Corporate in the 2017/2018 year.

11-C “Miscellaneous Funds” Mrs. Guinn indicated that there was no Powerpoint presentation for Miscellaneous Funds, but that the Council had been provided with those spreadsheets. The Council had no questions on the Miscellaneous Funds.

The City Manager noted that some of the proposed budget would be funded from reserves, which was why some of the projections appeared to have such a deficit.

Councilman McLaughlin asked if the City should be worried about the State’s budget issues. Mr. Sanders replied that he had not heard of any upcoming drastic budget cuts. Due to effects from the Illinois economy, some tax allocations may be lower.

Mayor Vaughn asked Librarian Judy Whitaker if the \$5,000.00 stipend provided for books was sufficient. Mrs. Whitaker replied that more young people were visiting the Library, and needing help with finding jobs. The Library tried their best to continue to provide materials to help job seekers, and also meet the standard needs of books and programs.

A tentative budget for 2017/2018 would be available for public inspection beginning on March 31, 2017. A public hearing on the proposed budget would then take place at the Council meeting on April 10, 2017. The budget would then need to be formally passed before the end of April.

Councilwoman Henton recalled that the Library’s stipend for books had been reduced from \$7,000.00 to \$5,000.00 within the past few years. She wondered how big of an impact that reduction had been for the Library. Mrs. Whitaker replied that the reduction did negatively affect the Library, especially because the State had also reduced contributions by \$4,000.00. She added that the price of materials and supplies continued to rise each year.

Councilwoman Henton then asked how attendance was at the Library. Mrs. Whitaker replied that attendance remained about the same.

Mr. Sanders added that even with a reduction in staffing, the Library was able to contribute approximately \$7,000.00 of additional funds to IMRF.

Councilwoman Henton felt that if contributions to the Chamber of Commerce were being increased, then the Library's contributions should also be increased. She wanted to know if the stipend amount could again be increased to \$7,000.00. Councilman McLaughlin commented that he would be in favor of increasing the Library's contributions up to \$7,000.00. Mr. Sanders would make the change for the next Council meeting.

Mayor Vaughn stated that the reduction shown in Industrial Commission (RCDC) was simply because expenses within RCDC had dropped. He emphasized the importance of continuing to support RCDC. If and when expenses begin to increase, the support from the City should also increase.

Park Department Supervisor Frank Bradley asked if the City would be maintaining the lots that the City would be demolishing. Mr. Zuber indicated that such properties should be maintained by the City only until the lots were sold by the City.

Councilwoman Henton wondered if \$10,000.00 was going to be sufficient for the Walnut Street ditch project. Mr. Barker felt that amount would be sufficient.

Mayor Vaughn felt that the needs of the City far exceeded what was able to be funded. Future Councils should be careful on what projects are funded in order to be sure the City does not go into debt in order fund basic City services.

AGENDA #11 “CLOSED SESSION: SALE OR LEASE PRICE OF REAL PROPERTY; ACQUISITION OF REAL PROPERTY; COLLECTIVE NEGOTIATING MATTERS; SECURITY PROCEDURES; AND APPOINTMENT, EMPLOYMENT, COMPENSATION, AND PERFORMANCE OF SPECIFIC EMPLOYEES” Mayor Vaughn moved to adjourn to closed session to discuss sale or lease price of real property; acquisition of real property; collective negotiating matters, security procedures, and appointment, employment, compensation, and performance of specific employees, seconded by Councilman Harrison. A majority affirmative voice vote was received.

Councilmen Harrison, McLaughlin, Councilwoman Henton, Mayor Vaughn, City Treasurer Chuck Sanders, City Attorney Zuber, and City Clerk Sterchi left the Council Chambers at 7:39 p.m.

AGENDA #12 “RECONVENE OPEN SESSION” Upon return of those who were in closed session to the Council Chambers, Councilman McLaughlin moved to enter back into open session, seconded by Mayor Vaughn. A majority affirmative voice vote was received. Open session resumed at 8:51 p.m.

12-A “Resolution: Accept Quote for E-Mail Host and Server Upgrades, Waive Formal Bidding Procedures, and Amend the 2016/2017 Budget” Mayor Vaughn commented that this item should be taken up under Agenda #13.

AGENDA #13 “RECONVENE OPEN SESSION” The Council was provided with a proposed resolution that would accept a quote for e-mail host and server upgrades, waive formal bidding procedures, and amend the 2016/2017 budget.

A quote had been received from Kemper Technology Consulting in the amount of \$9,464.00 to upgrade the City’s server and provide hosting for City e-mails. The funds would be transferred from the Contingencies line item.

Councilman McLaughlin moved to approve 2017-R-19, seconded by Councilwoman Henton. Mayor Vaughn, Councilmen Harrison, McLaughlin, and Councilwoman Henton voted yes. There were no opposing votes. The motion carried.

Councilman McLaughlin mentioned that he had been seeing vehicles drive up and down the driveway of the Musgrove House during busy times at the ball diamonds. For safety reasons, he wondered if barricades or a gate could be placed to prevent traffic from traveling in that area. Mr. Barker would look into the issue.

For clarification purposes, Mr. Barker informed the Council that inducement resolutions for projects within the TIF were simply for the purpose of showing that the City agreed to the overall principle of a project, however the City would not be bound to anything specific. Any contingencies for the project would be found in a redevelopment agreement.

AGENDA #13 “ADJOURN” Councilman McLaughlin moved to adjourn, seconded by Mayor Vaughn. A majority affirmative voice vote was received.

The meeting adjourned at 8:54 p.m.

Kelsie J. Sterchi  
City Clerk