

CITY OF OLNEY
SPECIAL CITY COUNCIL MEETING
JANUARY 23, 2014

AGENDA #1 "CALL TO ORDER" The January 23, 2014 special meeting of the Olney City Council was called to order at 6:35 p.m. in the Fire Station Training Room located at 501 N. Walnut Street, Olney, Illinois, with Mayor Ray Vaughn 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 Belinda Henton, Deputy 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 Department Supervisor Marty Nuss, 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 the ten goals, projects, equipment or personnel needs.

Mr. Taylor reviewed his department's projects and needs. The Pacific Cycle roof still needs additional repairs. Consideration has been given to having Pacific Cycle take over the property as a way for the City to avoid some of the maintenance costs. Another goal was to implement a food inspection program. Mr. Taylor has done work on implementing a settlement procedure for ordinance violations enforcement. Work needs to be done on the new Enterprise Zone application. Applications can be made this year, but must apply by the end of next year. It was questioned whether the application should be in cooperation with Jasper County or the City of Olney only. Other issues to consider are whether the scope of the Enterprise Zone should be changed to include commercial, not only industrial, and consideration for the tax abatement. A comprehensive plan for parks was another goal. Councilman McLaughlin is working on this project. It will be very important to have a comprehensive plan for the parks if grants are pursued. Mr. Taylor is also going to try to have more oversight of the departments and transfer additional work to the assistant City Attorney as time goes on. Mr. Taylor is still continuing his legal education. Serious consideration is needed for replacing the two computer

servers, one at City Hall and one at the Police Department. The plan is to replace both servers with one joint server.

City Clerk Henton expressed a need for training through the Municipal Clerks of Illinois for the new City Clerk. The codification software needs to be replaced. The original company that updated the code has gone out of business and the software is no longer serviced. The software is still being used by City Hall, but is experiencing some problems. A new laptop computer and desk computer are also needed for the City Clerk. Other goals included indexing files and a better utilization of the old fire station.

City Treasurer Sanders explained his department continues to identify and use additional features of the finance system through Incode. He is also investigating the possibility of engaging an actuarial service for the Fire and Police Pension Funds. In anticipation of the retirement of the junior accountant, Mr. Sanders intends to update the job description for this position. Another goal of Mr. Sanders' is to participate in at least one seminar or web cast that is relevant to the City Treasurer's responsibilities. The Treasurer's Department had no requests for capital spending.

Code Enforcement Officer Mike Mitchell reported he will need to be attending different educational classes for the Enterprise Zone, continuing education classes and seminars for building codes and code enforcement and the International Energy Conservation Code. He plans to continue with the demolition of structures that are qualified through the Municipal Code.

A grant has been applied for to help with costs of demolitions. Mr. Mitchell also hopes to create a program for the inspection of rental properties. He believed this program should be implemented over a two to three-year period. Software would be needed to keep track of this process.

Before Mr. Mitchell gets too far into this project, Councilman Brown suggested that the Council be advised to make sure they want him to pursue such a program. Councilman Ferguson questioned if every rental property will be inspected or only those that become vacant. Mr. Mitchell indicated every rental property. Mayor Vaughn asked about the feasibility of this program with current staff. Mr. Mitchell indicated another full time person would be needed to implement this program.

Also included in the goals of the Code Enforcement Department would be to strictly enforce junk ordinances. Councilwoman Thomas actually put this item on the list.

Included in Mr. Mitchell's equipment needs are a furnace inspection kit, gas and carbon monoxide detector, electrical circuit analyzer and a pickup truck.

Equipment for the Fire Department included furniture for the bunk room, but Fire Chief Holmes indicated this goal has already been resolved. Another goal is a ventilation hood and

fire suppression system for the kitchen at the fire station. This is required because they have a commercial stove. Also, additional electrical circuits to the kitchen and bunk room are needed. The ice breaker system on the fire station roof needs to be replaced and repairs are needed on the north and south walls of the fire station because they are leaking.

Chief Holmes provided a list of fleet equipment and ages. Concerning equipment for the Fire Department, Chief Holmes explained the snorkel was recently purchased for \$20,000, but \$90,000 budgeted. There is a need for an updated rescue heavy hydraulic system for an estimated cost of \$51,000. Chief Holmes would like to replace the ventilation equipment which includes two exhaust fans, two rotary cut off saws, two chain saws and salvage covers for an estimated cost of \$12,500. When the snorkel was purchased, it was discussed that tires were needed. Chief Holmes recommended replacing only the tires that needed to be replaced for approximately \$2,200. Chief Holmes also recommended replacing six self-contained breathing apparatus cylinders. He also suggested putting back \$125,000 each year for vehicle replacement. New equipment was recently purchased for all of the firemen, but the department has three new men going through training that will need gear. Additional attack hose and 5" fire hoses are needed. Chief Holmes indicated it would be nice to have RAD 57 which checks carboxyhemoglobin and oxyhemoglobin. Approximately \$5,000 is needed for equipment replacement and another \$5,000 for radio equipment.

Police Chief Paddock indicated his goal is to complete the keyless access for the north door and the hallway door entering the back garage at the Police Department. The current budget allocated \$3,500 for this project, but it may not be completed by the end of the fiscal year so he would like to carry the project over to next budget year. Another goal was to revitalize the police pistol range to improve safety which would include addressing the standing water, berm work and the pouring of concrete to eliminate walking through standing water. Chief Paddock believed city crews could complete most of the needed work. He estimated the cost at \$10,000. Equipment needed for the Police Department included a used lake patrol boat, a new police interceptor, car camera for Unit 42, a laptop computer to be shared by officers that go to training and in a squad car if needed and seven in-car printers. As of January 1, 2014, online accident reporting went into effect.

The Council discussed the firing range and potential scheduling conflicts. Chief Paddock commented there have been times when the police officers have had to leave the firing range because the saddle club was at the arena. He did not believe a new range is needed, but improvements are needed. The Olney Gun Club has offered to help with the revitalization project. In the past they have also put in time and effort at the firing range and they clean up after themselves. Chief Paddock was concerned with the saddle club reserving almost every weekend to keep other people from using the firing range. City Clerk Henton commented that the saddle club has several days reserved every week for the entire year of 2014.

Mayor Vaughn asked about the criteria for replacing a squad car. Chief Paddock explained that ideally the squads would be replaced at 75,000 miles because they could be resold

for more money. There are currently nine squad cars and most of them are in good shape. A new car with the needed equipment costs approximately \$31,000.

Park Department Supervisor Frank Bradley explained the roof at the old mausoleum in Haven Hill Cemetery needs to be replaced. This will need to be contracted because it is rubber. He would like to demolish the old pool pump house at the City Park. He preferred for Doll's Inc. to do the work, and he has received an estimate from them. Roads need to be built at Memorial Gardens. Mr. Bradley suggested extending Hutchinson Street to Ludlow and the cemetery road to Hutchinson. A safety hazard is caused when cars are parked on Ludlow during a funeral. The new roads will alleviate this situation. The East Fork Shoreline Protection Project is expected to be completed next summer. Rip rap will be placed on the shoreline of Rotary Park. This project will be completed with a grant already approved by EPA. Mr. Bradley explained he would like to purchase three Z-Trac mowers. The new mowers will replace three 2007 Z-Trac mowers. Mr. Bradley estimates the value of the used mowers at \$4,000 each. The cost of three new mowers is \$24,750. Mr. Bradley is looking into purchasing mowers with mulching decks. During the past year, the Park Department has spent approximately \$10,000 on maintenance of mowers. The Musgrove Park storm sewer retention project also needs to be finished. The engineer's estimate for this project is \$43,500. This includes the pipe and a concrete apron at Silver Street, but not the widening of the driveway.

For the Recreational Department, Mr. Bradley has included additional parking at Musgrove Park, especially for the Babe Ruth diamond. Also included is the building of a junior football field. The contracted price for this field from Doll's is \$5,000.

For the past two years, Mr. Bradley has been pursuing repairs on the East Fork Lake dam. This project is still in the permitting stage. IDNR has inspected the area, but they do not seem to be very concerned with the condition. Charleston Engineering will continue to keep up to date with this project, even though it is at a standstill. Mr. Bradley proposed an air scour system for the Water Plant. This system will make the backwash procedure more efficient. The original plan was to use CPVC pipe, but EPA will not permit CPVC pipe for this application. Stainless steel pipe is being considered. The original cost was estimated at \$25,000, but with stainless steel the project will increase to \$55,000. Currently, \$25,000 was budgeted for this project. Mr. Bradley recommended not to do this project this fiscal year, but discuss the possibility of a new Water Treatment Plant before major expenditures are made on the old plant. EPA approves holding off on this project until consideration is given for a new plant. Also included in needed upgrades for the Water Plant is an air stripper tower. This equipment will remove volatile organic chemicals from the drinking water. EPA is getting more stringent on their standards. The estimated cost is \$230,000. Mr. Bradley once again questioned if such an expenditure should be made at the current Water Plant location. Mr. Bradley suggested building a plant closer to East Fork Lake. He reminded the Council that the existing Water Plant clear well needs to be rebuilt, but the logical location, if the plant remains at its current location, would be where the Animal Control building sits. The Council discussed potential grants and loans for the construction of a new Water Plant. It was estimated a new plant would cost \$11,000,000.

Mr. Bradley provided the Council with a memo outlining problems at the current plant. This past summer the Water Plant was operating at 85% of its capacity. EPA gets involved when the capacity reaches 90%.

Street Department Supervisor Marty Nuss requested a used loader which would be used for several needs including snow removal. He also sees a need for a dump truck. The newest dump truck in his department is 20 years old. Also requested was a used oil distributor truck with a new oil distributor and a used chip spreader. As far as projects for the Street Department, Mr. Nuss proposed removing the center median at E. Main and Route 50 and complete the street and drainage repairs in Eastgate Subdivision after engineering confirms the plan. Another proposed project is the widening of S. Whittle Avenue from Brentwood to the railroad tracks by 18" on each side and then resurface Whittle Avenue. Mr. Nuss estimated the cost of this project at \$25,000 for materials only with city crews doing the work. Mr. Nuss estimated spending \$70,000 for the oil and chip street repair program for the upcoming year. If requested road equipment is not purchased permitting the City to do the entire oil and chip process itself, the road program will be cut in half.

Someone else included improving the leaf pick up program as a goal for the Street Department. Mr. Nuss commented there is not much that can be done to improve the leaf pickup program. The Street Department has all the equipment necessary for the leaf pick up program. The difficulty this year was that it snowed in November before the program was completed. He estimated there is approximately one week's work left for the leaf pick up program when the weather breaks.

Glenwood was resurfaced this past summer, but currently is in poor condition. Councilman McLaughlin questioned what happened. Mr. Nuss commented it could have been caused from waiting too long between it being ripped up and oiled and chipped, but generally he had no good explanation. Mr. Nuss pointed out it would be advantageous for the City to own their own equipment for the entire oil and chipping process. As soon as the weather breaks, his crews will be filling the potholes on Glenwood. During the next oil and chip season, Glenwood will be re-coated with oil and chip. It is his goal to have two layers of oil and chip on all resurfaced roads. Mayor Vaughn questioned if the City would be self sufficient for the oil and chip program with the requested equipment. Mr. Nuss answered yes, it would allow a road to be completed in the same week, and it would allow the City to do the work from April to November based on the weather instead of when a contractor is available. Mr. Nuss anticipated saving 30% on the oil and chip process with City owned equipment. Mayor Vaughn would like to see the relative costs and savings based on last year's program.

Mayor Vaughn noted there is deterioration on the sidewalk of the Elliot Street bridge, and he understood that City Engineer Charleston indicated there are some bigger issues with the bridge. The City was contacted approximately six months ago about grant money available for the closing of railroad crossings. Before closing any of these crossings, Mayor Vaughn wanted to make sure other crossings are in good shape. Mr. Nuss did not see a way for the City to make

the necessary bridge repairs without a grant. Mr. Taylor knew Mr. Charleston has been looking at the structural problems on the East Street bridge and Elliott Street bridge and considering the options. Mr. Taylor will try to get some cost estimates.

Tom Umfleet reported that the Mechanic's Department needs an additional door installed for large equipment for an estimated cost of \$10,000. This door is necessary because of larger Fire Department equipment. This door would be installed on the north end of the Mechanic's building. The Mechanic's building also needs to have the guttering work completed. Concerning equipment for the Mechanic's Department, the 1994 service truck needs to be replaced. This truck could be used by another department. The diagnostic software also needs to be updated.

Proposed projects in the Water Distribution Department included the 12" Main Street water main project. The cost of this project is estimated at \$610,000, but a grant for \$300,000 will be received. Mr. Umfleet would like to continue replacing water meters as needed along with hydrant and valve work. Water Distribution would like to replace their backhoe. During the current budget year, \$40,000 was earmarked for this purchase which is approximately one-half of the cost. The old backhoe could be given to the Sewer Department. Water Distribution needs a new pickup truck and a trash pump. Money needs to continue to be put aside for the painting of the water towers. Mr. Umfleet requested to hire a full-time employee in June to replace a current employee who will retire in January 2015.

Tony Steber proposed completing the sidewalk to Miller's Grove and continue the sidewalk replacement program. Needed equipment in the Sidewalk Department included a striper for \$10,000.

Concerning the Waste Water Treatment Plant, Mr. Steber noted an emergency pump is needed for the park lift station. The park lift station was designed with a back up generator, which is used in case of a power outage. The control panels at the lift station have failed two to three dozen times. The control panels tell the pumps to run. The park lift station handles water from Scott Street and north and there are seven other lift stations that flow into the park lift station. When the park lift station pumps go down, there is no other way to handle the water and it becomes a major issue. The proposed pump could be run with diesel or natural gas and is estimated to cost \$175,000. Recently, a mouse caused major damage to the control panel. The existing generator could be left at the lift station for major power outages or it could be moved to one of the other departments like the Water or Sewer Plant or it could be sold.

Mr. Steber explained new lab equipment is needed to bring the Sewer Plant lab up to date and allow for in-house testing. Currently, many tests are being sent to outside labs. Also needed is a 4" trash pump. At a recent Council meeting, Mr. Steber discussed the need for a different sludge disposal system. Mr. Steber proposed putting this project on hold.

The Council further discussed the park lift station problem. The Council questioned if this problem was a manufacturing issue and suggested that the manufacturer and contractor be contacted. Mr. Taylor will contact the manufacturer, but Mr. Steber doubted they will do anything.

The Council briefly discussed the Safe Routes to School project. This project will be contracted.

Mayor Vaughan reviewed his goals which included an engineering review of the Elliott and East Street bridges before considering to close the Morgan Street and Linn Street railroad crossings. He also noted the need for a comprehensive plan for the parks, talking to the State about the Route 130 overpass, widening of Whittle Avenue from Brentwood to the railroad and investigate the feasibility of expanding the water distribution system to outlying areas as a long term source of income.

Councilman Thomas suggested implementing a food inspection program, preparing a maintenance plan to address costs and personnel needed for future upkeep of all parks and recreational facilities and start putting money into a restricted account to save for building a sidewalk from Musgrove Park to Route 130 and then from Route 130 to the Wal-Mart Supercenter.

Councilman Brown proposed working on the small things at Musgrove Park such as lights on the walkway and benches. He would also like to improve the leaf pickup program. He receives the most complaints about leaves. Since the City took away the citizens' ability to burn leaves, he believed the City needs to be responsible for making the program work.

Councilman McLaughlin agreed with Councilman Brown's suggestion for Musgrove Park. He also suggested that the sidewalk and fence over the Elliott Street bridge be repaired. Councilman McLaughlin has been working with the sports groups to develop a long term comprehensive plan for the parks. Rotary has given him a list of things they would like to see over the next five to ten years happen at Rotary Park. Councilman McLaughlin is proposing that the City start a Park Board similar to the Plan Commission. The board would be appointed by the Mayor with the approval of the Council. The board would hear ideas for recreation and parks. The board would make recommendations to the Council. This proposal will be further discussed at the next Council meeting. Another goal of Councilman McLaughlin was the beautification of downtown and parks to make them look nice without spending a lot of money.

Councilman Ferguson would like to continue to upgrade equipment and facilities, continue to increase efficiencies, continue to pursue grants, redevelopment of the TIF districts, continuation of the Enterprise Zone, signs to market industrial properties, residential incentives to spur development in the older parts of town, which could include the waiving of building permits or tap on fees. He still thought there is a need for a RV park around the lake, either City or privately owned. He also thought consideration should be given to building a new City Hall.

Mayor Vaughn commented the City's revenue comes from three major sources; property tax, sales tax and fees and grants. Ten years ago 1/3 of the property tax income went toward pension expense, but today 55% goes toward pension expense. In the last ten years, the available money for equipment and upgrades for infrastructure has decreased by 25%, and this situation will not get any better unless other sources of revenue are found. Unfortunately, grants are getting more scarce. This is the reason he has discussed expanding the water distribution system.

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.

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

The special meeting of City Council adjourned at 8:52 p.m.

Belinda C. Henton
City Clerk