

CITY OF OLNEY  
SPECIAL CITY COUNCIL MEETING  
JANUARY 30, 2012

AGENDA #1 “CALL TO ORDER” The January 30, 2012 special meeting of the Olney City Council was called to order at 6:30 p.m. in the Fire Station Training Room located at 501 N. Walnut Street, Olney, Illinois, with Mayor Mark Lambird presiding. Council members, staff and visitors joined in the pledge of allegiance to the flag. Mark Lambird led the group in a prayer.

AGENDA #2 “ROLL CALL” The following Council members were present: Barb Thomas, Gary Foster, Brad Brown, Bob Ferguson and Mark Lambird. Also present were City Manager/City Attorney Larry Taylor, City Clerk Belinda Henton, City Treasurer Chuck Sanders, Code Enforcement Officer Mike Mitchell, Fire Chief Rusty Holmes, Police Chief Rob Brown, Park/Water Plant Supervisor Frank Bradley, Street Department Supervisor Jay Scott, Mechanic’s Department Foreman Roger Fulk, Water Distribution Supervisor Tom Umfleet, Sewer Plant Supervisor Tony Steber and RCDC Executive Director Brandi Stennett.

AGENDA #3 “RESOLUTION: ENDORSEMENT OF AN EMERGENCY GRANT PROGRAM FOR SWAN” Linda Bookwalter, representing SWAN, explained to the Council that she is preparing to apply for a grant from Illinois Department of Commerce and Economic Opportunity. This grant has not been applied for since 2009 because money has not been available. The grant is used for their emergency shelter program to help pay for utilities, food and medical needs. The exact amount of the grant is not known, but could range between \$37,000 and \$57,000. A resolution of support is needed from the Council.

Councilman Ferguson asked how well the state is funding their program. Mrs. Bookwalter commented the state is not paying on time. Payments are between four and six months late. It is harder for SWAN to operate. They have cut back on expenses.

Councilman Ferguson asked if their needs are more as the economy worsens. Mrs. Bookwalter answered yes.

Councilman Foster asked how large of an area do people come from that are served by SWAN. Mrs. Bookwalter answered SWAN services nine counties. Before someone is allowed to stay at SWAN, a background check is completed by the Sheriff’s Department. They do not allow anyone to stay if they are sex offenders, have outstanding warrants, active orders of protection, or assault charges. SWAN also receives money from the United Way and other counties which they serve.

Councilman Foster asked how many people come to the shelter stay in Olney. Mrs. Bookwalter explained some stay and some move on. People usually go to where they have a support system. SWAN buys bus tickets if a person needs to travel to their family.

Mayor Lambird asked what percentage of their clients are children or minors. Mrs. Bookwalter reported 30-50%. Many of the people that are walk-ins and do not stay at the shelter.

Councilman Brown moved to approve Resolution 2012-R-07, seconded by Councilwoman Thomas. Councilmen Foster, Brown, Ferguson, Mayor Lambird and Councilwoman Thomas voted yes. There were no opposing votes. The motion carried.

#### 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 City Manager categorized the goals and distributed meeting materials to the Council and staff. Also provided were results from the 2011 work session with an indication of projects completed.

Each department head and Council member was allowed to discuss and answer questions about their suggested goals, equipment and personnel needs.

In addition to finding a new host for the website, upgrading City Hall’s Microsoft Office programs, contracting for services for wild animal control, researching the viability of putting utility billing online and finding a better way to contact the public, City Clerk Henton also questioned the need for a new codification program which would allow the City Hall staff to update their own code and publish the code online.

City Treasurer Sanders explained his goals were to complete the 2012-2013 budget on time, complete the 2011-2012 financials and accompanying information necessary for Kemper CPA Group to perform the annual audit on time, monitor City loans and pursue any delinquent or nonperforming loans, reconcile fixed assets and depreciation schedules and organize the Treasurer’s office and files and place older files in storage. Mr. Sanders indicated his equipment needs are a new computer and chair.

Code Enforcement Officer Mike Mitchell explained the need to update building codes to the 2012 edition at the cost of \$1,500, continue attending seminars and classes for Enterprise Zone, building inspections and code enforcement and become a state licensed code enforcement department for home inspections.

RCDC Executive Director Brandi Stennett reported she has been working with Tony Steber on signage promotion. Signs are needed for City-owned property in the industrial parks. Signs are also needed at the entrances to the City. Rural King is getting ready for a grand opening at the Richland County Mall. The owners of the mall will also be updating some of the other store fronts. She also suggested an annual maintenance checklist for the Pacific Cycle building.

Councilman Foster asked if there has been any thought about expanding the TIF district to the Main Street area. Mrs. Stennett commented this possibility is not being considered at this time. The Rural King project needs to be completed to build up funds in the TIF fund.

Fire Chief Holmes commented for safety the electrical cords and air hoses for response vehicles need to be hung from the ceiling. The Fire Department's equipment needs included fire gear, a rescue/pumper/tender unit, rescue air bags, supply/attack hoses and an Amkus hydraulic pump replacement. Chief Holmes provided the group with a list of current apparatus along with its age and explained his plan for equipment replacement. He indicated his department will continue to apply for grants for needed equipment.

Police Chief Rob Brown detailed the goals for his department as moving the firing range, the placement of cameras at the Police Department, remodel the Sergeant's office, change the radio frequency from UHF to VHF and paint the Police Department and replace ceiling tiles. Equipment needs for the Police Department included two computers for squad cars, two car video recording systems, two squad cars, four patrol rifles and a part-time administrative assistant.

Park/Water Plant Supervisor Frank Bradley detailed some of his goals for the Park Department. He has plans to upgrade the decorative lights in the City Park, make improvements to the Community Building, make needed repairs to the Park office building, correct some erosion problems at the tennis courts, make improvements to the tennis courts, repaint the swimming pool, make improvements to the restrooms at East Fork Lake, replace the East Fork Lake boat slips, install different docks at Borah Lake and add mulch to the Musgrove Park and Rotary Park playgrounds and make improvements to the old pool pump house.

Mr. Bradley's goals for the cemeteries included roads to the north section of Memorial Gardens and the development of Maple Dale Cemetery addition.

Equipment needs for the Park Department include radio upgrades, two zero-turn mowers and a ½ ton pickup truck.

Due to narrow banding requirements, discussion took place whether to establish a new frequency on the City's existing UHF band or convert all the radios over to VHF. VHF would allow the City to communicate with other agencies on the same radio. Many of the emergency personnel are now required to carry a UHF and VHF radio to be able to communicate with other agencies during an emergency. It was unknown exactly how much it will cost to convert all the city radios to a VHF. It will take approximately five months to receive a new license for the VHF frequency.

At the Water Plant Mr. Bradley has goals to make repairs to the East Fork Lake dam, to purchase radios for the water towers to eliminate fees from Frontier, install an air scour system in four filters, replace landscaping west of the Water Plant lab and replace a portion of siding and

one window in the Water Plant lab building. Equipment needs at the Water Plant are radios and a computer.

Street Department Supervisor Jay Scott summarized his goals are to make concrete street repairs, rebuild the streets in Eastgate Subdivision, remove and reconstruct the median at E. Main Street and Route 50, repair W. Butler Street from East Street to Route 130, repair N. Walnut Street from W. Butler Street to Mack Avenue, repair Willow Drive from N. East Street to Orchard Drive and Orchard Drive to Jonathan Drive, repair the concrete on Jonathan Drive from Apple Valley Drive to Van Street, add curb and gutter from N. Van Street to E. Hall Street and add curb and gutter on W Mack Avenue from N. East Street to Route 130.

Councilman Foster asked about cutting down the shoulders on Whittle Avenue. Mr. Scott indicated this project is doable, but the ditches need to be redone. Councilman Foster suggested bidding the project out.

Mr. Scott reported his department is still working on the c-channel from Boone Street to the old railroad. Concrete canvas will be installed this spring.

Equipment needed in the Street Department includes a leaf vacuum, generator, welder, ½ ton pickup, dump truck, snow plow with controls, 100 hp tractor with side arm mower, skid steer, salt spreader box and ice machine. Renovations need to also be made at their building.

Water Distribution Supervisor Tom Umfleet commented that his goals include finishing the Butler Street/Woodlawn Street water main project restoration work, undertake another water main replacement project and continue to replace old water meters. Mr. Umfleet would like to hire an additional full time employee to prepare for the retirement of two employees. His department also needs to replace the existing backhoe. Mr. Umfleet suggested that funds continue to be set aside for water tower painting and begin to set aside funds for large scale water main replacement projects that cannot be performed with City crews. He would also like to assist the Street Department in replacing the doors on the equipment shed.

Sewer Department Supervisor Tony Steber would like to replace 2,700 feet of sidewalks that are on the priority list and replace blower lines and valves to aeration tanks at the Sewer Plant. Needed equipment includes a flusher/vac truck, replace one of the wet well pumps in the filter building, purchase a used utility truck with a 3,000 pound crane, skid steer with attachments and a plasma cutter.

Mayor Lambird would like to see some nice signs at the entrance to the city and a comprehensive plan for the City Park.

Councilwoman Thomas' goals were to ban the burning of leaves and purchase a leaf vac.

Councilman Foster's goals were to rebuild the streets in Eastgate Subdivision, purchase needed equipment, pursue the electric aggregation project, ban burning, replace sidewalks, remove or reconstruct the median at the intersection of E. Main and Route 50 and become a state licensed building code department for home inspections.

Councilman Brown wanted to repair concrete sidewalks and streets.

Councilman Ferguson's goals included the upgrading of older equipment, developing incentives for building in older areas, redevelop in the TIF areas, look at providing a TIF district downtown or provide incentives for improvements made downtown. He also wanted to liquidate unneeded real estate, improve signage for the industrial parks and the entrances to the city, improve efficiencies, continue to look at grant efforts, continue maintenance of the Pacific Cycle building and develop an annual maintenance checklist for the building and keep the Council apprized of needs. Councilman Ferguson also believed there was a need for an RV park or rental cabins near the East Fork boat ramp. He also believed there needs to be an effort to explore replacing City Hall with a new building.

Mr. Taylor mentioned pursuing the salvaging of the railroad ties and rails in an effort to clear the recently acquired railroad right of way. This project will be pursued through bids. Mr. Taylor will continue efforts to hire an attorney to help with legal work.

The Council and staff then voted for five goals and five equipment and personnel needs they felt were the most important. After tallying the votes, the following goals were prioritized.

### Council Goals & Projects

- 3 Radio Frequency Changed to VHF from UHF
- 3 Improved Maintenance
- 3 Concrete Street Repair
- 3 East Fork Lake Dam Repairs (fix seepage, rip rap, replace pipe)
- 2 Musgrove Park – additional access from East St. to Silver St.
- 1 Replace / Purchase Needed Equipment
- 1 Liquidation of City-Owned Real Estate
- 1 New City Hall / Upgrades / Repairs
- 1 Pursue Community Choice Electric Aggregation
- 1 Signs at Entrances into City (IL 130 & U.S. 50)
- 1 Find a better way to contact the public concerning important issues and notices (electronic newsletters, social networking sites, newspaper columns, public service announcements, text messages)
- 1 City Park - New Playground Equipment
- 1 City Park - Community Building Improvements (flooring, ceiling tiles, roof repair)
- 1 Pedestrian Transport (sidewalks & bike paths)
- 1 Replace 2,700 feet of Sidewalks that are on Priority List
- 1 Replace Blower Lines & Valves to Aeration Tanks

### Council Equipment/Personnel Needs

- 4 Skid Steer w/Attachments
- 3 Improved Efficiencies in the Work Force
- 3 Fire Gear
- 3 Leaf Vacuum (offer free curbside pickup for 4-6 weeks in Fall)
- 2 Fire Apparatus (specifically rescue/pumper/tender one unit)
- 2 Computers for squad cars (2)
- 2 VHF Radio
- 1 Car Video Recording Systems (2)
- 1 Narrow-Banding of Radios ( replace 2 and reprogram 2)
- 1 Tractor (100 hp)
- 1 Side Arm Mower
- 1 Renovate Building
- 1 Flusher/Vac Truck

### Staff Goals & Projects

- 8 Radio Frequency Changed to VHF from UHF
- 7 Concrete Street Repairs
- 7 Replace Blower Lines & Valves to Aeration Tanks
- 6 East Fork Lake Dam Repairs ( fix seepage, rip rap, replace pipe)
- 6 Replace 2,700 feet of Sidewalks that are on Priority List
- 5 City Park – Decorative Lights (paint/new light fixtures/new wiring/concrete bases)
- 5 Water Main Replacement Project with City Crews
- 2 Replace / Purchase Needed Equipment
- 2 Signs at Entrances into City (IL 130 & U.S. 50)
- 2 Placement of Cameras in Lobby and Police Department
- 2 Repair Concrete on Jonathan Dr. from Apple Valley Dr. to Van St.
- 1 Burn Ban on Leaves – Leaves Pickup Program/Composting w/Equipment
- 1 Redevelopment of the Old Wal-Mart Store/Mall Area and Downtown
- 1 Contract for Wild Animal Control (foxes, skunks, raccoons, opossums)
- 1 Find a better way to contact the public concerning important issues and notices (electronic newsletters, social networking sites, newspaper column, public service announcements, text messages)
- 1 Hang electric cords and air hoses for response vehicles from above (ceiling) to get them off the floor.
- 1 City Park - Community Building Improvements (flooring, ceiling tiles, roof repair)
- 1 City Park Office Building – Roof & Truss Repair
- 1 East Fork Lake / Rotary Park - Bathroom Improvements
- 1 East Fork Lake – Boat Slip Replacement
- 1 Remove & Reconstruct Median at E. Main St. & Route 50

### Staff Equipment/Personnel Needs

- 7 Skid Steer w/Attachments
- 6 Computers for Squad Cars (2)
- 5 Fire Gear
- 5 Dump Truck (½)

- 4 Zero-Turn Mowers (2)
- 4 Hire an additional full time employee (to prepare for retirement of 35+ year employees in October 2013 and January 2015)
- 4 Flusher/Vac Truck
- 3 Fire Apparatus (specifically rescue/pumper/tender one unit)
- 3 Narrow-Banding of Radios (replace 2 and reprogram 2)
- 3 VHF Radio
- 3 Continue to set aside funds for water tower painting
- 1 Computer & Monitor (Treasurer)
- 1 Car Video Recording Systems – 2
- 1 Narrow-Banding of Radios – replace 1 and reprogram 4
- 1 Pickup (½ ton)
- 1 Snow Plow / Controls
- 1 Tractor (100 hp)
- 1 Side Arm Mower
- 1 Backhoe
- 1 Begin to set aside funds for large scale water main replacement projects that cannot be performed with City crews
- 1 Utility Truck (used) w/ 3000 lb. Crane
- 1 Plasma Cutter

After the voting, most of the department heads left. Councilman Brown expressed his concern for the quality of concrete work the city crews are doing. He believed something needed to be changed. Attention needs to be focused on the area of McCane and Meadowview for concrete improvements. He did not object to contracting the concrete work. He asked that extra attention to be given to the concrete street work.

AGENDA #5 “CLOSED SESSION: SALE PRICE OF REAL PROPERTY” Councilman Foster moved to adjourn to closed session for the purpose of discussing the sale price of real property, seconded by Councilman Brown. A majority voice vote was received.

Councilmen Foster, Brown and Ferguson, Councilwoman Thomas, Mayor Lambird, City Attorney/Manager Taylor, City Treasurer Sanders and City Clerk Henton entered into closed session at 9:45 p.m.

AGENDA #16 “RECONVENE OPEN SESSION” Councilman Brown moved to enter back into open session, seconded by Councilwoman Thomas. A majority voice vote was received. Open session resumed at 10:55 p.m.

AGENDA #5 “ADJOURN” Councilwoman Thomas moved to adjourn, seconded by Councilman Brown. A unanimous voice vote was received. The meeting of the City Council adjourned at 10:56 p.m.

Belinda C. Henton  
City Clerk