

CITY OF OLNEY
SPECIAL CITY COUNCIL MEETING
JANUARY 31, 2013

AGENDA #1 “CALL TO ORDER” The January 31, 2013 special meeting of the Olney City Council was called to order at 6:38 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 Kevin Paddock, Park/Water Plant Supervisor Frank Bradley, Street Department Supervisor Marty Nuss, Water Distribution Supervisor Tom Umfleet, Sewer Plant Supervisor Tony Steber and RCDC Executive Director Brandi Stennett. Mechanic Department Foreman Roger Fulk was absent.

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

Prior to the meeting, department heads and Council members submitted goals and equipment and personnel needs to the City Manager. The items were categorized on a handout sheet and distributed to everyone in attendance. Also, everyone was given a list of last year’s goals and projects with the tallies and an update on projects that were completed.

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 five goals/ and projects and five equipment/personnel needs.

City Manager Taylor reported that the Boone Street drainage and the Safe Routes to School projects are in progress. The staff is waiting for approval from the state for the Main Street water main project. Goals and projects for the next budget year include the installation of a rubber roofing system on additional areas at Pacific Cycle. The next section of roof is a large section. The estimated repair cost of this section is \$190,000. Once this area is completed all of the flat portions of the building will have been replaced.

Mr. Taylor also included implementing food inspections as a project for the next budget year. The cost of food inspections is substantially higher than originally anticipated. The costs for the first year, as proposed by Clay County is \$40,000. Other health departments will be consulted for a cost estimate.

Councilman Ferguson suggested sending out requests for proposals to other health departments. Councilman Brown questioned if the scope of the inspections should be narrowed

to reduce the cost. Mr. Taylor did not believe Clay County would be willing to narrow the scope and be able to comply with state statutes. Councilman Brown questioned narrowing the types of places that would be inspected. Mr. Taylor said that might be possible. Mayor Lambird did not see a need to inspect places that did not prepare food. Mr. Taylor explained the number of inspections is based on the risk of the establishment.

Councilman Foster suggested pursuing this project in conjunction with Richland County. Mr. Taylor explained Richland County does not have very many places that would require inspections that are not incorporated in a municipality.

Another project Mr. Taylor will be implementing is a settlement procedure for ordinance violations and enforcement. He will also be hiring an attorney to assist him in legal work, including ordinance violations.

Mr. Taylor noted the Enterprise Zone application also needs to be submitted within the coming year.

Mr. Taylor commented a couple of things that are not on the equipment needs list is the purchase of computer servers for the Police Department and City Hall. Both servers are getting old.

Mr. Taylor, Mr. Sanders, Mr. Steber and Mr. Umfleet recently had a meeting with representatives from Energy Systems Group regarding their preliminary assessment. Mr. Taylor will provide more information to the Council as this project moves forward.

Mr. Taylor recently received a fax from the Illinois Environmental Protection Agency. They are pushing low interest loans for water and sewer funds. If the Council is interested in a water or sewer project, now is the time to act because money is available. Some of the low interest loan requirements have been eliminated. In the past the Council has talked about the W. North Avenue sewer lift station. If the Council wants to start the application process, it needs to be started soon. The interest is typically 2.5% for approximately 20 years. Mr. Steber explained the W. North Avenue lift station is the oldest lift station, and they continue to have problems with this location.

City Clerk Henton indicated she will continue to improve and maintain the new website and start publishing a periodic newsletter. Currently, not all of the cemetery maps are available on a computer. She would like to have the maps scanned so they can be preserved and also be posted on the website.

City Treasurer Sanders would like to complete additional training in accounts payable and other responsibilities in the Treasurer's Department. He would also like to utilize additional features of the Incode software for financial analysis and reporting. In the past he has conducted visits with some of the revolving loan fund participants. During the next year he would like to

schedule and complete annual visits with all of the revolving loan fund participants. Mr. Sanders would like to attend at least one seminar or webcast that is relevant to the City Treasurer's responsibilities.

Code Enforcement Officer Mike Mitchell would like to continue education for the Enterprise Zone. He would also like to attend building inspection seminars and classes and continue educational classes for the enforcement of the International Energy Conservation Code adopted by the State of Illinois. Mr. Mitchell would like to continue to demolish structures that are candidates for the demolition procedures established by the City of Olney Municipal Code. He would also like to create a program for the annual inspection of rental properties. Mr. Mitchell would like for his department to become a state licensed Building Code Department and step up enforcement of building and property maintenance code violations. There are two computer programs that he would like to purchase that create a paper trail for residential and commercial building permits.

Councilman Foster would like for Mr. Mitchell to spend all of the unexpended balance of his demolition line item by the end of this budget year.

Richland County Development Corporation Executive Director Brandi Stennett explained the most important project for the upcoming year is the organization of the Enterprise Zone applications. All Enterprise Zones will expire, and the only time application can be made is December 2013. The application will be extremely involved and competitive. There will only be 102 Enterprise Zones approved. The Council will need to consider if the application will be Richland County only or Richland and Jasper County. The Council discussed either not including Jasper County or insisting they pay an administrative fee to Olney.

Mr. Taylor suggested the Council make some decisions on the boundaries and then have a committee discuss the Enterprise Zone with the other taxing entities.

Fire Chief Rusty Holmes would like to replace more supply/attach hose and purchase additional gear and helmets. He would also like to purchase another hydraulic rescue system and an additional set of rescue air bags for a second engine. The department also needs to purchase additional nozzles, adapters and hand lights. If a ladder truck is purchased, the department will need to hang one more electric cord reel.

Chief Holmes explained the Fire Station has a leak on the north and south walls that needs repaired. The Fire Department would also like to purchase a 10' x 16' storage shed to store foam, chemicals, and other materials. The building would need electricity for heat during the winter. Street Department Supervisor Nuss commented there is an extra shed of this approximate size at the Public Works Center which is not being used.

Chief Holmes believed there is a need to continue to set money aside to make large purchases such as a pumper in the future. He suggested putting back \$125,000 a year.

Police Chief Paddock explained an in-car computer, including docking station and hook up to IWIN, is needed for squad #47. He also sees a need for four Bushmaster .223 caliber rifles, replacement of a squad car, the installation of a keypad entry system to the back garage to the outside and inside entrances, install garage door openers and purchase 12 P-26 tasers. Chief Paddock will also be sending his officers to several training classes. He also discussed the need for a new firing range for the Police Department, and questioned if the Council is truly interested in relocating the facility.

Councilwoman Thomas and Councilman Ferguson were opposed to the White Squirrel Saddle Club telling the City when they can use the firing range.

Officers have told Chief Paddock of the problems they have experienced with sharing the firing range with the Olney Gun Club and the White Squirrel Saddle Club. Chief Paddock believed the current facility is adequate for the Police Department's needs. He did not believe the municipality should share a range with the public.

Councilman Foster questioned why the City should keep the firing range open for clubs. He commented the Police Department should have the first opportunity for use of the firing range. He did not believe the City can afford to build another range.

Mr. Taylor explained the White Squirrel Saddle Club lease requires them to submit a request for use of the facility. If this is not done, the Council can notify them of a breach in the lease.

Mayor Lambird asked Chief Paddock about 911. The City of Olney is the largest entity in the 911 system yet has no representation on the 911 Board. Chief Paddock has talked with the County Board Chairman, but Chief Paddock did not believe the voting would be changed by having him on the board. Chief Paddock questioned why they should create more policies if they do not follow their current policies. Chief Paddock thought training would help the 911 dispatchers.

Mr. Taylor believed training would help with some of the issues that have happened. The JEDS Board needs to develop a budget for training.

Mayor Lambird felt that an independent review would be helpful for the County to learn what the deficiencies are and make positive changes.

The group took a recess from 8:20 p.m. until 8:28 p.m.

Frank Bradley explained he has two projects he would like to accomplish during the next budget year, build a road for Memorial Gardens and Maple Dale Cemeteries. He would like to replace Dan Hovey, his working foreman, when he retires in March. He would also like to purchase two Z Trac mowers and repair the backhoe. The repairs of the backhoe could probably

be absorbed into the maintenance of equipment. Additional playground equipment is also needed for the City Park, camera security system for the City Park and the Rotary Park and purchase a ½ ton pickup truck. He would like to get rid of the Nissan pickup and the old Explorer. He has received a request from the soccer league to install the soccer scoreboard at Musgrove Park. The scoreboard is already available, but electricity will need to be installed.

Mr. Bradley plans to have the East Fork Lake dam repairs completed during the next budget year. The scope of the project has changed as recommended by the Illinois Department of National Resources. Plans are being prepared by Charleston Engineering.

Mr. Bradley would like to replace the dedicated circuits going to each water tower with radios. He also wants to install an air scour system for filters at the Water Plant as recommended by IEPA. He would also like to purchase a ½ ton pickup for the Water Plant.

Street Department Supervisor Marty Nuss explained the basis for the road program for the next 20 years will depend on the purchase of an asphalt zipper, vibrating roller, and pulverizer attachment. The approximate cost of all these pieces of equipment is \$200,000. Mr. Nuss also suggested retrofitting two existing dump trucks to assist with the leaf program and refurbish two dump trucks. He would also like to add electric lights and outlets to the new pole barn at Public Works Center. The Street Department will have two employees retiring during this next budget year. Mr. Nuss plans to hire two of his part-time employees to fill these vacancies.

Mr. Nuss explained without the right equipment, 80% of the projects will not be completed because of the cost of contracting the work. Projects Mr. Nuss plans to complete during the next budget year are repairs to E. Locust Street from N. East Street to N. Silver Street and E. Monroe Street from Whittle Avenue to S. East Street and repair the intersection of Mack Avenue and Silver Street to improve safety and drainage. Mr. Nuss would also like to expand the oil/seal program. Another project is to create the Van Sandt retention area. Concrete repairs are planned for Jonathan, Gregory, Sarah, Imperial and Bradley and develop a five-year plan. There are also plans to rebuild streets in the Eastgate Subdivision and alleviate standing water issues on the streets.

Mr. Charleston is looking at redirecting the storm sewer on Washington Street to Scott Street. Existing right-of-way will be used instead of going through the backyards. Another needed project is the Boone Street drainage project and continue the concrete C-channel from Boone Street to the old railroad. Consideration has been given to removing and reconstructing the median at E. Main and Route 50. Mr. Nuss proposed narrowing the roadway to eliminate future maintenance. A median is only needed at the intersection. Mr. Nuss believes city crews could do the work.

Councilman Brown wanted to see the City bid out more street work. Mr. Nuss commented that with the right equipment the city crews can do the work cheaper, but city crews cannot do asphalt work nor entire concrete streets.

Councilman Foster believed the City needs to invest in equipment to have the ability to do more work in-house. The City could save money and have a better quality of roads.

Mayor Lambird asked if Mr. Nuss has the knowledge and know how to correct the oil and chip streets. Mr. Nuss answered yes. He explained a three-man crew can prep a road in advance of Mt. Carmel Asphalt coming in to oil and chip. His department is currently conducting a tree program which will also help preserve the streets.

Mr. Nuss hopes MFT can purchase most of the equipment which is needed.

Mr. Nuss also commented there will be money in the upcoming budget for crack sealing.

Mayor Lambird asked if Mr. Nuss is happy with the asphalt patcher. Mr. Nuss answered absolutely.

City Mechanic Roger Fulk was not present, but Mr. Taylor reviewed his needs and projects. Mr. Fulk would like to designate one good car as a school car, purchase maintenance software, have roof gutters installed on the back of the mechanic's building and purchase a mig welder.

Mr. Umfleet has talked with Mr. Fulk about his needs. Currently, there is not a specific car designated as a school car since the Impala was given to the detective. It was suggested that a good used car could be purchased as a school car.

Mr. Fulk would like to computerize vehicle maintenance records and inventory by purchasing computer software.

Water Distribution Department Supervisor Tom Umfleet explained his department will continue water main replacement projects with city crews, complete the Monroe Street water main project, continue with the meter change out program and install the Main Street water main project pending a grant agreement and the availability of state money. Considering equipment and personnel, Mr. Umfleet would like to hire an additional full time employee, replace the existing backhoe and paint the Washington Street water tower. Mr. Umfleet has received a couple of estimates for painting the Washington Street water tower. One estimate was \$475,000. Mr. Umfleet would also like to continue replacing the overhead doors on the equipment shed. This expense could be shared with the Street Department.

Sewer Department Supervisor Tony Steber explained the Sidewalks/Traffic/Signage Department plans to replace 3,500 feet of sidewalk during the next budget year. This week his

department has started a sign inventory. He believed the department could afford to replace approximately 300 signs per year. His department needs a gas-powered screed to be more efficient with sidewalk replacement. Mr. Nuss commented the Street Department would also like to have this type of equipment, and he would be happy to split the cost.

Mr. Steber explained the need to rewire the secondary digester at the Wastewater Treatment Plant and replace the turbo blowers. Concerning equipment, Mr. Steber expressed a need for a 3/4 ton pickup truck and a wet well pump for the filter building.

Councilman Brown proposed appropriating more money to allow Mr. Steber's crews to complete more sidewalks before the next budget year. Mr. Taylor suggested placing a budget amendment on the next agenda.

Councilman Ferguson would like to continue to upgrade older equipment. He believed that was the key to getting work done. He would also like consideration for signage which would help market industrial properties.

Councilman Brown had originally included improved efficiency in the work force on his goals list, but he believes every department is doing better than it was two years ago.

Councilwoman Thomas requested consideration for a driveway exit from Musgrove Park to N. East Street, and develop a five-year plan for projects and equipment needs. A five-year plan is already being used. She also suggested starting a special account for sidewalk and street repairs.

Councilman Foster would like to continue street improvements in the Eastgate Subdivision and the Sterchi Addition before moving on to other areas, but he understood there may be trouble areas that may need addition.

Mayor Lambird would like to see the development of a 5-year infrastructure plan. He appreciated the department heads being patient with their equipment needs.

Mr. Taylor commented recycling will be discussed in more detail in the next couple of weeks. The Council will be provided with several options. Mr. Nuss explained he has discussed shifting trucks around to accommodate the recycling program. The truck and trailer that the recycling program uses are too large. He suggested using a smaller truck from the Street Department and trading for a smaller trailer. Decisions made for the recycling program will have ramifications through other departments.

Mr. Taylor stated staff is looking at the cost for sanitary hauling in conjunction with recycling and the leaf program.

Mayor Lambird stated he is not in favor of mandatory recycling. Councilman Foster would like to try and promote recycling more. Councilman Foster was also not in favor of mandatory recycling. As a way to promote recycling services, City Clerk Henton suggested providing free recycling service during the months that leaf pickup service is being provided.

Department heads and Council members were allowed time to vote for 10 goals, projects, equipment or personnel needs.

Councilman Foster moved to adjourn, seconded by Councilman Thomas. A majority affirmative voice vote was received.

The special meeting of City Council adjourned at 9:48 p.m.

Belinda C. Henton
City Clerk