

CITY OF OLNEY
SPECIAL CITY COUNCIL MEETING
JANUARY 21, 2019

AGENDA #1 “CALL TO ORDER” The January 21, 2019, 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.

AGENDA #2 “PLEDGE OF ALLEGIANCE TO THE FLAG-PRAYER” Council members and visitors joined in the pledge of allegiance to the flag. Mayor Lambird 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 Clerk Kelsie Sterchi, City Treasurer Jane Guinn, Code Enforcement Officer Mike Mitchell, Fire Chief Mike Hill, Police Chief Kevin Paddock, Park/Water Plant Supervisor Frank Bradley, Street Department Supervisor Tyler Kocher, Water Distribution Department Supervisor Brandon Williams, City Mechanic Roger Fulk, City Attorney Bart Zuber, Sewer Plant Supervisor Jeff Lathrop, and City Engineer Mike Bridges.

AGENDA #4 “PUBLIC COMMENTS/PRESENTATIONS” No one from the public was present.

AGENDA #5 “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 handout sheets 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.

Park/Water Plant Supervisor Frank Bradley was not able to stay for the entirety of the meeting, so Mr. Bradley was given the opportunity to discuss his needs, goals and projects first. Mr. Bradley began by stating that the Water Plant would need a new pH meter (\$1,300) and a new spectrophotometer (\$4,800). These pieces of equipment were essential pieces of lab equipment and needed replacement in order for the plant to operate normally.

In Parks/Cemeteries, Mr. Bradley wished to repair roads in the cemeteries (\$20,000). The roads had not seen repair in quite some time, and he felt they needed some serious attention. Two riding lawn mowers would also need to be replaced (\$17,000).

For Recreation, the focus needed to be on the swimming pool. The #2 swimming pool pump had come to the end of its life and needed replaced (\$10,000). The indoor water heaters in the pool building were also in bad shape. There are four heaters in total, and only two are

functioning. These two heaters were functioning at a very low level. Mr. Bradley proposed to replace all four heaters with tankless gas water heaters (\$20,000).

The grassy area was proposed for placement of a shaded area. Mr. Bradley had looked into a 30' by 30' hip-style canvas canopy, and also a 20' by 20' of the same style. The larger 30' by 30' was recommended (\$7,000). Mayor Lambird asked how long canvas canopies would last. Mr. Bradley was not exactly sure, but was aware that this kind of commercial-grade canopy should last over 10 years. Mr. Bradley indicated that the canopies would be removed during Winter.

The roof at the poolhouse was also in need of some repair as shingles had blown off in a recent storm. Mr. Bradley hoped that \$2,000 would be enough to fix the problem, but cautioned the Council that the roof was 22 years old and would need a complete replacement at some point.

Mr. Bradley exited the meeting at 6:36 p.m.

4-A "Five Year Capital Improvement Plans" Before the meeting, Mrs. Guinn had placed Five Year Capital Improvement Plan sheets in the Council and Department Head mailboxes at City Hall. Mrs. Guinn explained that Department Heads were asked to put together a plan for what they may be spending for the rest of the year in Capital plus Capital spending over the next five years. Also included was a detail of Reserve Balances as of December 31, 2018.

4-B "Capital Outlay/Goals & Projects" Mr. Lathrop, Waste Water Treatment Plant Supervisor began. Mr. Lathrop would be needing a used crane truck (\$25,000). Painting of the digester lid (\$30,000) and repair of the digester lid gas piping (\$50,000) would go hand in hand. The lid should not be painted without fixing the rusted gas piping as the rusted piping was taking paint off of the lid.

The Lamplight Lift Station was also in need of a rebuild (\$37,000). A rebuild was much less taxing and less expensive than total replacement.

Mr. Lathrop continued that zinc and phosphorous removal would also be needed very soon. He believed that enough money existed in the current budget, but noted that an amendment may be needed to cover the full cost that would include pumps and equipment for the chemicals.

Ultra-violet fecal coliform treatment (\$650,000) was an upcoming requirement. Mr. Lathrop deferred to Mr. Bridges to speak on this. Mr. Bridges indicated that the discharge permit for the plant would take effect before long. The City would be required to disinfect discharge six months out of the year. The only feasible way to do so would be to use high powered ultra-violet lamps. The equipment, electrical, piping, etc., would make this requirement a huge undertaking.

Other needs had also arisen that would need to be taken care of in the current budget year. The scum baffle in the #2 final clarifier needed to be replaced with stainless steel baffles. This purchase was not budgeted for, but Mr. Lathrop felt he had enough money available in his budget to do an amendment.

Mayor Lambird asked how the ultra-violet fecal coliform treatment project would be funded. Mr. Barker replied that he was yet unsure, but options were being explored.

Mr. Williams, Water Distribution Supervisor, was next. The Industrial Park water tower was being transferred from the current year budget into next year's (\$350,000). Bids were opened for the project on December 4, 2018. The successful bid was from Era Valdivia in the amount of \$310,400.

The Jasper/Lincoln water main was in desperate need of repair (\$480,000). Grants were being sought for this project.

Mr. Williams also wanted to continue with the GIS mapping (\$25,000), have the Taylor water tower inspected following completion of Verizon's project, and purchase a used pickup truck (\$13,000).

Mr. Barker added that a grant may be possible for the Jasper/Lincoln water main if a survey revealed that the area was low to moderate income. Additionally, an environmental loan may be an option, and oftentimes portions of those loan balances are forgiven.

It was possible that a used pickup truck could be purchased for a reasonable price later in the week. If so, Mr. Barker wondered if that would mean that the pickup truck purchase could be removed out of next year's budget plans. Mr. Williams replied that it would not. Ideally, he would want the 2001 Dodge and 2007 Ford trucks replaced. Mr. Barker told the Council that funds were available in the current year's budget to amend for the purchase of a truck later in the week, if need be. The Council was in consensus for that plan.

Tyler Kocher, Street Department Supervisor, desired to reconstruct N. Silver Street, from Butler to Locust Streets, with concrete (\$265,000). The work would be contracted. Included in the reconstruction would be removal of a roadway hump, replacement of curb in the first block of N. Silver, and some curb patch in the second block of N. Silver. Sidewalks would also need to be addressed for ADA compliance.

He continued that the Hall Court cul-de-sac was in horrible condition. City crews should be able to perform the replacement work (\$17,000).

The sidewalk project on N. IL 130 from North Avenue to W. Parker Street would also begin in the 2019/2020 fiscal year. The expected cost from the TIF/grant during 2019/2020 was \$21,062. Along with that project, Mr. Kocher indicated that the traffic signals at Main Street and N. IL 130 would need upgraded (\$150,000).

The Elliott Street Bridge was also past due on repairs. CDAP funds were available for this project in the amount of \$260,000, and the City's portion would be \$205,000. Mr. Bridges indicated that the cost for the project would repair the bridge, abutments, and a small bit of additional pavement.

Last year, the City had placed a traffic counter at the bridge. Looking at those numbers, Mayor Lambird stated he would have a hard time spending that kind of money for something that is used by about 50 cars per day. Mr. Kocher replied that the bridge was the only way to cross over the railroad tracks other than the N. East Street Bridge. Mayor Lambird felt that travelers could find another way.

Continuing, Mr. Kocher planned to carry on with the yearly street maintenance program and sidewalk replacements.

Mr. Kocher also sought a new dump truck with plow and controls (\$110,000) to replace the 2000 Chevy Dump Truck, a used one-ton truck with dump bed (\$40,000), and a new plow (\$9,500). The City's bucket truck had been out of commission for a few months and the outlook was grim. Mr. Kocher requested a used bucket truck (\$60,000) as a replacement.

Lastly, Mr. Kocher hoped for a grading scraper (\$2,500) to be used when grinding oil and chip.

Councilman Harrison recalled that road work on E. Cherry Street from S. Elliott to S. Morgan Streets had been removed from this year's projects. He wondered if that road could be addressed. Mr. Kocher confirmed that both E. Cherry and N. Silver Streets needed work, but felt that N. Silver was of higher priority due to the traffic to and from Musgrove Park.

Councilman McLaughlin asked if there was an estimate for repairs to E. Cherry Street. Mr. Kocher could not provide an answer until E. Cherry Street has been cored.

Roger Fulk, City Mechanic, told the Council that he would like for the Department to complete State required air brake training and certification. The south entrance door to the Mechanic Shop also needed to be replaced with a steel frame door. Water damage around the bay door would also need to be remedied.

Mr. Fulk was also interested in replacing the School Car (\$13,000). The School Car was a nickname given to the vehicle used by City staff when needing to go out of town for reasons such as training. The current School Car was a 2004 Buick with over 130,000 miles.

Lastly, Mr. Fulk requested a battery system analyzer (\$500).

Backing up the request for replacement of the School Car, Chief Paddock indicated that his officers frequently used the vehicle, and detailed some of the problems recently experienced such as faulty brakes..

Councilwoman Henton wondered if a squad car due to come out of service would be a sufficient replacement. Chief Paddock replied that the next squad car to come out of service had over 140,000 miles and problems of its own.

Mayor Lambird asked how much the School Car was used in a year's time. Mr. Fulk estimated that about 4,000 was put onto the vehicle each year. Mayor Lambird wondered if it would be more efficient to rent a vehicle or even pay mileage instead of purchasing a replacement vehicle.

Police Chief Paddock reported the need of purchasing a Ford Explorer squad car (\$37,200). He stated that sedans were no longer being made as squad cars. Along with a new squad car, an in-car camera system (\$3,500) and in-car computer (\$5,200) would be needed.

Chief Paddock continued that his department would need three new Tasers. Councilwoman Henton asked if the safety grant from the Illinois Public Risk Fund could be used for the purchase. Typically, the Fire and Police Departments alternated use of the funds each year, but Chief Paddock indicated that his department would need Tasers this year and vests in the next year.

Chief Paddock continued to tell that the current records management system for his department was 20 years old and experiencing several issues. Additionally, the system cost \$9,000 per year to rent. Richland County was exploring the option of a new records management system to be shared by the County, Fire, Police, and Ambulance. The City's share of the cost would be about \$70,000. The updated system would link all departments, and allow the records management systems to be placed in the police cars.

If the City joined in on the new records management program, the City would own licenses for their use, but there would be a \$4,000 per year fee for maintenance. Chief Paddock indicated that several other counties were using the system such as Jasper and Effingham.

Fire Chief Hill indicated that his department would also see benefits from the system. Currently, his department did not have access to any records management systems between departments.

Chief Hill told of his need for pagers and portables for his department (\$5,400). The models currently held by the department were no longer being made. The Chief had applied for a grant to be used towards the purchase. The upgraded devices would allow for communication with law enforcement and would be cross-compatible.

Chief Hill also wished to replace structural firefighting gear (\$11,200). The Chief had not asked for any replacements in the current fiscal year, and was able to recently hire three new paid-on-call firefighters. All fire gear had only a 10 year life span, and the current gear was coming to the end of its life.

The Fire Department was also needing additional self-contained breathing apparatus. Each unit was \$7,000 each, and the Department needed 23.

Last Summer, one of the HVAC systems at the Fire Department was replaced in an emergency situation. The other HVAC was also not working properly, and Chief Hill felt it needed to be replaced (\$12,000) before another emergency situation.

Chief Hill also wanted to replace remaining outdoor lights with LED lights (\$3,000), and replace one of the station's water drops with a ball valve (\$300). Councilwoman Fehrenbacher noted that Ameren was currently offering incentives for certain LED lighting projects and hoped that Chief Hill would look into it.

Chief Paddock commented that he would like to see all first responders replace portables at one time.

Councilwoman Fehrenbacher recalled that self-contained breathing apparatus units had been purchased with a grant in the past. Chief Hill confirmed that some were purchased from a FEMA grant in 2005. He continued that the same grant could not be used for the same purchase in the future.

Mayor Lambird wondered if fewer self-contained breathing apparatus units should be purchased, and ease into the total replacements. Chief Hill replied that was certainly negotiable, but that first-out trucks should certainly be upgraded with new units.

Mike Mitchell, Code Enforcement Supervisor, stated that the City Hall building needed some work. Masonry needed to be repaired around the overhead doors on the north side of the building, and the back entry door needed replaced. Mr. Mitchell continued that a new storage area (\$5,000) could be built in the west bay. He indicated that the area used upstairs for storage was becoming very heavy, and he had concerns regarding structure and safety.

Ceiling tiles had already been purchased for replacements at City Hall. Mr. Mitchell hoped to have those replaced in the near future. The City Hall parking lot was also in poor shape and causing water to come into the building. He estimated that repair would be about \$50,000.

For Code Enforcement, Mr. Mitchell requested a used pickup truck for the part-time Code Enforcement Officer (\$12,000) to replace what was currently being used. Additionally, the truck could be used as a back up for other departments when it was not in use by Code Enforcement.

Mr. Mitchell would also continue with demolition of structures, and enforcement of junk ordinances, code violations and weed complaints. He also planned to attend continuing education classes for the Enterprise Zone, building inspections, code enforcement, and energy codes.

Mr. Mitchell also hoped to adopt the 2018 building codes, but wanted to make some amendments. From there, Mr. Mitchell hoped to create a program for permitting of remodeling on projects requiring structural and roofing changes.

Mrs. Guinn, City Treasurer, told the group that since interest rates were rising, she was hoping to explore the ability to invest some cash reserves into short-term CDs in order to earn extra interest. She also wished to update Pledge and Custodial Agreements with local banks and attend continuing education.

Mrs. Guinn continued that she would also like to automate some manual processes and tackle clean up and reorganization of Treasury files. The only capital purchases Mrs. Guinn requested were for new computers that would replace the current machines that were seven and nine years old (\$4,000).

In the City Clerk Department, Mrs. Sterchi requested a new desktop computer (\$2,000) to follow the five year replacement cycle. She also wished to attend continuing education and NIMS courses. Mrs. Sterchi told that she would like to keep addressing the disorganization in one of the storage rooms, and re-evaluate various applications and forms used in her office.

For Tourism, Mrs. Sterchi asked for continued support and promotion of the upcoming Walldogs event, and wanted to explore general tourism advertising on billboards.

Due to developing ADA requirements, Mrs. Sterchi also requested funds to make sure the City website was in compliance, and also requested the addition of security features. Additional features were available to add on to the City's website, including a way to submit and track work orders.

Mrs. Sterchi also wanted to continue helping advertise for Friends of Olney events, create a tourism video for advertisement, and work with the Park Department on improvements for the Community Christmas Tree and lighting ceremony.

Since submitting projects and goals, Mrs. Sterchi, the Mayor, and Councilwoman Henton (Tourism Board) had met with representatives from the ILLINOISouth Tourism Bureau. During that meeting, it was discussed and encouraged that a local Tourism Committee be created to offer more guidance on Tourism.

Mr. Barker explained that the Pacific Cycle roof project was still not finished, and he anticipated that close to \$600,000 would be needed to complete the project. Administrative

Assistant Cindy Harlan was also in need of a desktop computer replacement (\$2,000), and he suggested budgeting \$50,000 for contingencies.

Mayor Lambird had several suggestions for the upcoming fiscal year, but just touched on a few during the meeting. Some of the suggestions included LED lighting upgrades, and motion detecting sensors for restrooms.

The Mayor was also interested in the creation of a mixed residential and commercial TIF district, and wanted to purchase a road drag (\$4,000) for alley maintenance.

Councilwoman Henton felt that the City of Olney Municipal Code was due for updates. She also supported the idea of adding a feature on the website for making and tracking work orders, wished to update and verify the City's traffic ordinances, and hoped to allow for members of the public to volunteer where desired.

Councilwoman Fehrenbacher asked for an update on the plans regarding fencing at the City Park and Fairgrounds. Everyone agreed that the City Park portion looked much better after the old fencing had been removed. Mr. Barker indicated that the Fair Board was in the process of renovating the fencing along the Fairgrounds.

Recalling plans for demolition of the Musgrove House, Councilman McLaughlin asked for an update on that project. Mr. Barker replied that he and the Mayor would be meeting with the head of the Girl Scouts before long to talk about the issue. Mr. Barker hoped to have the house demolished before ball season. There was some concern from the Council about that time frame.

Mayor Lambird then wished to give an update regarding a recycling program. He had met with Kenny Wilson during the prior week, and Mr. Wilson was interested in offering a drop off center for recycling. Mr. Wilson told the Mayor that he would be able to take various kinds of paper, cardboard, motor oil, cooking oil, plastics, metals, computers, electronics, tube TVs and monitors, batteries, cell phones, and maybe glass. Because commodity prices were so low, he was asking that the City institute a mandatory \$1.50 charge per active water customer for City residents to use the facility. Mr. Wilson proposed that residents of the County could also use the facility for a greater fee. Mayor Lambird felt that if commodity prices eventually rose to where Mr. Wilson turned a better profit, the pricing may be up for negotiation.

Mr. Barker added that Republic Services was not able to offer new curbside recycling pick ups at this time.

Councilwoman Henton was apprehensive with imposing fees for all when only a small percentage would utilize the drop off. Mayor Lambird understood, but pointed out that Mr. Wilson's offer was the only option at this time. He advised that more discussion would take place on the topic at future Council meetings.

Mayor Lambird then thanked the Street Department for their work over the weekend keeping the roads clear of snow. Mr. Kocher appreciated the comment, and stated he would pass the word along to the crews.

AGENDA #6 “ADJOURN” Councilwoman Fehrenbacher moved to adjourn, seconded by Councilman McLaughlin. A majority affirmative voice vote was received.

The special meeting of City Council adjourned at 7:48 p.m.

Kelsie J. Sterchi
City Clerk