

CITY OF OLNEY
SPECIAL CITY COUNCIL MEETING
JANUARY 29, 2018

AGENDA #1 “CALL TO ORDER” The January 29, 2018, 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, Assistant 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, and Sewer Plant Supervisor Jeff Lathrop.

AGENDA #4 “PUBLIC COMMENTS/PRESENTATIONS” No one from the public wished to speak.

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.

Mayor Lambird asked Mrs. Guinn to provide an update on where the City might be on revenue for the coming fiscal year. Mrs. Guinn told that based on the IML Review’s guidance, it appeared that Income Tax, Sales Tax, Use Tax, Corporate Replacement Tax, and Gaming Tax revenues would be lower in the coming year. Two extra payments on Income Tax were made during the current year that would not be received in the next year. Most revenues would remain flat or come in at a lower amount. Mrs. Guinn then added that the 2017 tax levy did not increase the tax rate, so the EAV would dictate whether or not the dollar amounts would remain the same.

City Manager Barker asked the City Clerk to begin detailing her Equipment & Personnel Needs and Goals & Projects for the City Clerk and Tourism categories. Mrs. Sterchi began by stating that the largest capital item requested in the City Clerk Department would be a new burster for the Utility Billing Clerk at an estimated cost of \$5,000.00. Past that, continuing education was requested, and a possible monetary contribution to upgrade the music equipment

for downtown. City Clerk projects would include some clean up and re-organization of a storage room, a Community Christmas Tree in Bower Park, NIMS certifications, and assisting the Tree Board with creating a listing of an Arboricultural Plan/Tree Care Standards.

Councilwoman Fehrenbacher and Mayor Lambird wondered how much was proposed to be contributed to the downtown music equipment. Mrs. Sterchi was not for sure. An estimated amount would be presented on the budget worksheets due to Mrs. Guinn by February 5, 2018. The Friends of Olney placed the equipment years ago, and was now not working properly.

Mrs. Sterchi had recently met with Tourism Board Members (Councilwoman) Belinda Henton and Karen Bell. Mrs. Sterchi and the Board requested that the Tourism Grant program be placed on hold until after the Walldogs event in 2020, however, if a group had applied for and been granted a Tourism Grant in the 2017/2018 fiscal year, that group and that group only could re-apply for a Tourism Grant.

With the Walldogs event on the horizon, designated funds would also need to be set aside in the budget, and a bank account would need to be created. In addition, a website and domain name would be one of the first needs. Mural sites would also need to be selected, and property owner permissions secured.

Also for Tourism, Mrs. Sterchi proposed a squirrel feeder/box nest give-a-way for the 40th anniversary of the Squirrel Count, writing articles to be submitted to S.E. Illinois Family Living, and more advertisement for Friends of Olney events.

Members of the Council desired creation of an advisory Tourism Committee, downtown events in conjunction with the Christmas Light display, a wine/craft beer festival on the weekend of Oktoberfest, and a New Year's Eve event.

Mrs. Guinn reminded the Council that City Treasurer Sanders would be retiring at the end of April, and she would be taking his position. Applications were being sought for the Junior Accountant position until February 2, 2018.

Mrs. Guinn continued that Pledge and Custodial Agreements with local banks would need to be updated, and projects would need to be identified for application of returned funds from the RLF Closeout Program. Additionally, the EDA RLF Capital Utilization excess cash would need to be returned to the State, and preparations would need to be made for a possible conversion to accrual accounting.

Upgrades with Incode were also desired. While the upgrades would be free, Mrs. Guinn indicated that additional hard drive space would be needed and Microsoft SQL upgrades, totaling \$2,500.00. Mrs. Guinn also hoped to participate in continuing education.

For Code Enforcement, Supervisor Mike Mitchell told that he would be continuing the clean up process on chronic junk complaints, continuing with the demolition process on

structures that meet the requirements for demolition, and would like to participate in continuing education classes for the Enterprise Zone, Building Inspections, Code Enforcement, and Energy Codes.

Mr. Mitchell would also like to see initiation of a program that would require permitting of the remodeling of structures that would involve electrical, mechanical, or plumbing work. He commented that he receives several complaints each year regarding such work.

Mr. Mitchell then told that he would also like to see the most current versions of building codes adopted. Currently, the City was now working off of the 2006 versions.

Mr. Barker commented that over 60 demolitions had taken place over the last couple of years. He felt that Mr. Mitchell and part-time Code Enforcement Officer Bill Clow were doing an excellent job.

Fire Chief Hill told of the need for Fire Department building improvements at an estimated amount of \$46,600.00. Painting, signage, and the phone systems were in need of upgrades. Additionally, a hood ventilation system was needed in the kitchen in order to be in compliance with the Fire Code.

An amount of \$25,000.00 was also hoped for a fire gear washing and drying system. Chief Hill noted that he was seeking a grant for the system. Additionally, the department's 30 year old brush truck would need to be replaced in the next few years in an amount of \$180,000.00. It was also noted that funds should start to be earmarked for the replacement of Engine 1659 and Snorkel 1659 in about eight years. Chief Hill felt that instead of replacing two trucks, a combination truck could be purchased instead in the amount of \$1,000,000.00.

Police Chief Paddock told that rock would need to be replaced in the parking lot near the new building at the Gun Range. He expected the rock to total around \$1,000.00. The old Gun Range post frame structure would also need to be painted in an amount of \$1,500.00.

Park Department Supervisor Frank Bradley told the Council that mulch was replaced each year at the playgrounds and lakes at an estimated cost of \$6,500.00. Additionally, the fencing along Route 130 at the City Park was in bad repair. It would either need to be removed or fixed. Pricing on this project could go up to almost \$30,000.00 for a five foot tall, black, chain link fence.

Mr. Bradley had also been approached to see if he could get an estimate for cost on adding a heater to the pool at the Musgrove Aquatic Center. Mr. Bradley had received an estimate of \$90,000.00, and noted that the heater would fit inside of the existing pump house.

It was also requested that Mr. Bradley find an estimate to build an extended deck between the pool's bathhouse and current deck. Mr. Bradley had received an estimate of \$11,000.00. He

noted that four downspouts drained into the area, so that would need to be considered if moving forward on the project.

Councilwoman Henton wondered who originally placed the fencing at the City Park. No one knew whether it was the City or the Fair Board. It had been placed so long ago that no one could recall. The Councilwoman then asked if the entire length of the park would need fencing. Mr. Bradley replied that it was his opinion that the fence was not of any use for the City, but that the Fair Board may have a differing opinion.

Councilwoman Fehrenbacher asked what the purpose was of the fence, originally. No one was sure, but Councilwoman Henton felt that it may have been placed to keep livestock inside during the Fair and to keep pedestrians out.

Mr. Barker asked if a white, vinyl fence would work instead of chain link. Mr. Bradley did not feel that another type of fencing would be either easier or more difficult for his department to maintain. Councilwoman Henton felt that the white would become dirty very quickly. Mr. Bradley added that black vinyl would also look nice.

Street Department Supervisor Tyler Kocher wanted to develop an updated snow and ice control plan, in addition to updating the snow emergency route. The ordinance on snow emergency routes had never been amended since the 1970s.

A new database was also hoped to be created that could assist with street maintenance. The Elliott Street and N. East Street bridges would also need repairs, anywhere between \$365,000.00 and \$400,000.00 each.

The sidewalk replacement and street maintenance programs would also continue. Mr. Kocher then told the Council of the need to crack seal in order to preserve concrete streets. If contracted, the service would cost \$25,000.00 per year. Alternatively, the City could purchase its own crack sealing machine for about \$40,000.00.

Storm sewer work was needed in three areas. Mr. Kocher indicated that the brick storm sewer on E. Main and N. Walnut Streets was in the worst shape. It alone would cost about \$1,000,000.00 to repair. Mr. Kocher emphasized that this storm sewer would also need to be handled before overlaying Main Street in the next few years.

Regarding crack sealing, Mayor Lambird felt that the City Code should be amended to require new subdivisions to be sealed as part of the process.

The Mayor also asked if it would be cost beneficial for the City to do the crack sealing work. Mr. Kocher replied that the best time to seal cracks was in the Fall, but that was also when the City's leaf collection program took place. Manpower was a concern, but the projects could work out if planned correctly.

Mayor Lambird asked if traffic counts had yet been received for travel over the Elliott Street Bridge. Mr. Bradley replied that the preliminary numbers were coming in anywhere from 250 to 360 cars per week. The Mayor wondered if the low amount of car travel would even warrant repair to the bridge.

City Mechanic Roger Fulk told that he and Justin Urfer would need to get air brake repair certification from the State. He and Mr. Urfer were air brake certified, but not through the State, which was now required. Additionally, a lean-to storage area was needed to cover the used oil containers.

Water Distribution Supervisor Brandon Williams went through his list of Goals & Projects which included: painting the Industrial Park tower (\$350,000.00), washing out the Brentwood water tower, washing out and painting the weld marks on the Taylor water tower, replacing the S. Jasper and S. Lincoln water main (\$238,000.00), setting aside funds to paint the Brentwood water tower (\$65,000.00), and starting a GIS program for water mains. Another item was listed by a Council member to investigate the cost of cleaning and painting a logo on the Brentwood water tower.

Mayor Lambird asked how much it would cost to paint a logo on the Brentwood water tower. Mr. Williams estimated about \$50,000.00.

Councilwoman Henton asked when the entire water tower should be painted. Mr. Williams replied within the next five years. The Councilwoman felt that it should be painted sooner.

Mr. Williams' opinion was that the Industrial Park water tower should be painted first, and would not require any paint stripping before the new coat. The Brentwood water tower would need to be stripped before it could be re-painted.

Councilman McLaughlin asked if any funds had been set aside to paint the Industrial Park water tower. No one believed so, but Mr. Barker did indicate that some funds had been set aside for the Brentwood water tower.

Councilman McLaughlin felt that the Brentwood water tower should be done first since so many people see it as they drive past the town on Route 50.

Mayor Lambird wondered why there was so much dirt collecting on the Brentwood tower. Mr. Williams was unsure, but noted that all water towers with stem bases end up looking that way. It would cost \$15,000.00 alone to have that tower power washed.

Councilwoman Henton asked for more details on the proposed GIS programs. Mr. Kocher showed an example of how such a GIS map would show the needed information. It would be able to work with the current GIS system used by the City, and would be added on as multiple layers. The process would take quite a while, and would probably total about

\$60,000.00. The cost for the system would be split between the Street and Water Distribution Departments.

During the process of creating the information for the GIS system, at least one full-time employee would need to be with the Trimble company. Mr. Kocher felt that one full-time employee and one part-time employee would be best.

From the Sewer Department, supervisor Jeff Lathrop told the Council that rehab would be needed on the Fehrenbacher lift station in the amount of \$32,000.00. The Final #3 spur drive would also need to be rebuilt and painted at a cost of \$78,500.00. Additionally, a sewer main would need to be replaced at \$25,000.00 because of clay tile lines.

Mayor Lambird asked Mr. Lathrop if he would also find the GIS system useful. Mr. Lathrop replied that he would, but would not use it as much as the other departments.

Councilman McLaughlin briefly exited the meeting at 7:17 p.m.

Mrs. Guinn added that the only other thing not mentioned that was desired out of the Treasury Department was a contingency agreement with a collection agency to pursue uncollectible accounts, including out-of-state balances.

Councilwoman Henton asked if the collection program was provided by the State. Mrs. Guinn replied that it was through a different agency. The agency being researched was the same one being used by the County. The City Attorney added that the agencies would pursue the City's uncollected money, and then keep going after the person or entity until the company was also paid their fee.

Councilman McLaughlin re-entered the meeting at 7:19 p.m.

Mr. Mitchell added that he would also need to replace his computer, monitor, and printer at an estimated cost of \$1,200.00.

Chief Hill told the Council that he was hoping for two Knox Box KeySecure Systems. The systems would provide access to the firefighters for any building that has a Knox Box. The systems that the Chief was requesting were for placement on their trucks. He wanted to push local businesses to purchase Knox Boxes for emergency situations. A basic box would cost the business \$318.00. He pointed out that the cost may sound expensive, but would be less expensive than replacing doors and framework for if and when first responders needed to bust their way inside.

Chief Paddock wondered how the Police Department could have access to the Knox Boxes at businesses. Chief Hill replied that the Police Department could have a sub key. The sub key would not work on any current boxes that were out on businesses now, but new boxes purchased would have a sub key.

Chief Hill was also asking for a riding mower with snow blade to assist in the mowing of the property and maintenance of the parking lot after snow. He then told the Council that an IPRF grant could be used to purchase a DJI Inspire drone package. The drone would have thermal capability, so it could be used for more than just fire-related issues. For example, the drone could be used in location of people.

The Chief expressed his hope for water backpacks for brush fires. The department had a total of six, but three of those were not in good repair. He pointed out that in his 25 years with the department, none of the backpacks had ever been replaced.

Fall arrest systems and other small equipment were then requested for the Snorkel unit. The belts on the truck were dated from 1972. He did not feel comfortable with trusting a firefighter up in the bucket with such old belts.

Chief Hill continued that three of the paid-on-call (POC) firefighters would be graduating, and they would need to be properly equipped (\$6,300.00).

Mayor Lambird asked how POC firefighter recruitment was coming along. Chief Hill replied that recruitment continued to be a struggle not only for Olney, but many other departments in southern Illinois. Currently, the department had 20 POC firefighters, but they could have up to 30. Of those 20 POCs, only 13 were capable of putting on an air pack and entering a building. Chief Hill had been reaching out for recruits through social media, networking with other businesses, and being present at job fairs.

The Police Chief told that it was time to replace a vehicle with a new Ford Explorer squad in the amount of \$37,000.00. The newly purchased Ford Explorer was working out very well, and he felt that the department would benefit the most by purchasing another. In addition to the vehicle, a new in-car camera and computer would be needed in the amount of \$9,050.00.

Mayor Lambird asked what the price difference was between an SUV and a sedan for the department. Chief Paddock replied that the price difference was only about \$2,000.00.

Councilman McLaughlin asked if the current Ford Explorer would ever have a logo. The Chief replied that the logos had been ordered and should arrive before long.

Mr. Bradley went next and told that the Park Department would need to replace two lawn mowers in the new fiscal year at \$15,000.00. If purchasing in the new fiscal year, it would save about \$2,400.00.

The Park Department was also in possession of a 2001 Dodge pickup truck that was in very bad shape. He hoped to replace the truck with a 2000 Dodge 1500 with 103,000 miles. The State bid on the truck was \$21,000.00.

Mr. Bradley also hoped for a trailer mounted main lift. Because the lift would be used by the Park Department for general uses and for setting up the Christmas Light Display, he proposed that \$9,500.00 could be taken from the Park Department, and \$9,500.00 taken from the Christmas Light Display for the purchase.

For 2017, the Christmas Light Display had taken in a net amount of \$13,000.00. Mrs. Guinn added that at the end of December, approximately \$50,000.00 was in the Christmas Light Display bank account.

The pool vacuum used at the Musgrove Aquatic Center was a 2009 model that was experiencing problems. A new pool vacuum was proposed at a cost of \$5,000.00

For the Water Plant, Mr. Bradley told that the 1998 Dodge pickup was in bad shape. The State bid on a Ford F150 would be \$21,000.00.

Mr. Kocher stated that the Street Department was in desperate need of dump trucks. A used truck would be \$60,000.00, and a new truck would be \$100,000.00. A special one ton dump truck was also needed. A new truck would be \$75,000.00. Additionally, the bucket truck was experiencing many issues. A used bucket truck would be about \$75,000.00.

Mr. Fulk told that the Mechanics Department would be in need of a new truck jack (\$1,200.00), one-inch air impact (\$1,200.00), hydraulic hose press (\$6,100.00), and a new vehicle to be used for travel to and from trainings by all departments (\$12,500.00).

Mr. Williams then detailed the Water Distribution Department's need for a trash pump (\$2,500.00), pickup truck (\$22,000.00), and dump truck (\$100,000.00).

Mr. Lathrop went next, stating that the Sewer Department was needing a replacement crane truck to be used on lift station work (\$25,000.00). A flusher truck was also requested, and would also be used time to time by the Street Department (\$60,000.00). Mr. Lathrop added that the rodder pump on the vacuum truck would also need to be re-built (\$20,000.00). The vacuum truck was also used occasionally by the Water Distribution Department. Lastly, a filter building wet well pump would be need at an estimated cost of \$10,000.00.

Councilwoman Henton moved to recess, seconded by Councilman McLaughlin. A majority affirmative voice vote was received. The meeting recessed at 7:43 p.m.

Councilman McLaughlin moved to reconvene from the recess, seconded by Councilwoman Fehrenbacher. A majority affirmative voice vote was received. Open session resumed at 7:57 p.m.

Referencing the Five Year Capital Improvement Plan, Mr. Barker explained that the Roof Repair at City Hall, at a proposed \$35,000.00, was for the front half of the building where leaks were occurring. The Parking Lot Repair at City Hall had been mentioned several times. An

estimated cost of \$50,000.00 could take care of the project. This would include the full lot between City Hall and the Police Department.

The Pacific Cycle Roof repair, proposed at \$600,000.00, was due to portions of that roof that continued to leak. The leakage was causing some decay. Mr. Barker was not sure if the contractor would honor the last price of \$538,000.00, so he had listed a proposed amount of \$600,000.00 instead.

Councilman McLaughlin recalled that an amount of \$15,000.00 had been budgeted in the 2017/2018 fiscal year for some repairs to the Musgrove House. He wondered if more than \$15,000.00 would be needed for all items needing repair. Mr. Bradley replied that the \$15,000.00 would not even be close. At this time, Mr. Bradley did not recommend repairing the house at all, and instead recommended demolition. He added that the house itself was costing the City too much money. Mr. Mitchell estimated that demolition of the house would be near \$10,000.00.

Councilwoman Fehrenbacher asked what the Musgrove House was currently being used for. Mr. Bradley replied that the Girl Scouts used the house for meetings and events. Councilwoman Henton asked if the Girl Scouts had yet been approached about the option of demolition. Mr. Barker replied he had not yet been in touch with the Girl Scouts.

Councilwoman Fehrenbacher then asked what repairs were needed. Mr. Bradley explained that the roof would need replaced, as well as windows, soffit, siding, fascia, etc. The interior would take just as much, if not more work.

If the City were to purchase a pool heater, Councilwoman Henton wondered how much it would cost to operate. Mr. Bradley was unsure, but knew that it would run on natural gas.

Discussion continued on the possibility of a heater at the pool. Councilman McLaughlin was aware that surrounding communities had pool heaters, and felt that the City was losing business to these other communities. He also felt that grant funds could help with the cost. Mayor Lambird agreed, especially since cool summers drastically cut attendance because of water temperature.

It was also discussed that the pool could be kept open for a longer period of time. In the past, it had been a challenge to keep lifeguards around past certain dates because of school. Mr. Bradley felt that he had a good plan to help with that problem. He was also thinking of providing trainings for lifeguards at the Musgrove Aquatic Center. A new pool manager was also being sought.

Mr. Barker then pointed out that a listing of vehicle inventory was included in everyone's packet. He felt that the supervisors were doing well with getting useful life out of their vehicles, but each department certainly had a need for replacements. Mr. Fulk pointed out that vehicles

such as a bucket truck were not “regular.” Such vehicles had safety issues that would also need to be considered.

In the past, Councilman Harrison recalled that the idea of rental inspections had been discussed. He would like to see such a program be put into place. He felt that rentals should be habitable before any new tenant moved in, in order to be certain the rental was safe.

Councilwoman Henton asked why the program had not been pursued. Mr. Barker replied that it was too difficult because the City was not home rule. Mr. Zuber added that Mr. Mitchell could only inspect the interior of rentals if he received a complaint from a tenant.

Councilwoman Henton was aware that more tickets were being written regarding junk complaints, but she did not believe it was helpful in getting the residents to clean up their properties. Some people did not seem to care that they were receiving tickets or having liens placed on their property.

Mayor Lambird wondered if the City could offer some of their large dumpsters to help such residents clean up their properties. Councilwomen Fehrenbacher and Henton did not believe it would help. Mr. Barker added that Republic Services was only allowing the City to use 30 yard dumpsters, which were not very large.

Councilwoman Fehrenbacher felt that some people just did not care enough to keep their properties clear. She stated that the City could go and clean up a property, but within two more weeks, the property would likely be back to its original state. Councilwoman Henton agreed.

Moving back to the topic of the fence at the City Park, Councilwoman Fehrenbacher felt that the fencing should be removed since no one seemed to have a good reason as to why one needed to be there in the first place. It was decided that the fencing should be removed and that if it created a problem down the line, a discussion on adding a new fence could take place.

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

The special meeting of City Council adjourned at 8:17 p.m.

Kelsie J. Sterchi
City Clerk