

CITY OF OLNEY
SPECIAL CITY COUNCIL MEETING
JANUARY 30, 2017

AGENDA #1 “CALL TO ORDER” The January 30, 2017, special meeting of the Olney City Council was called to order at 6:31 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: Belinda Henton, John McLaughlin, and Ray Vaughn. Bob Ferguson and Les Harrison were absent. Also present were City Manager Allen Barker, City Clerk Kelsie Sterchi, City Treasurer Chuck Sanders, Assistant City Treasurer Jane Guinn, Code Enforcement Officer Mike Mitchell, Fire Captain Mike Hill, Police Chief Kevin Paddock, Park/Water Plant Supervisor Frank Bradley, Street Department Working Foreman Tyler Kocher, Water Distribution Department Working Foreman Brandon Williams, City Mechanic Roger Fulk, City Attorney Bart Zuber, and Sewer Plant Supervisor Jeff Lathrop.

AGENDA #3 “PUBLIC COMMENTS/PRESENTATIONS” No one from the public wished to speak.

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 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 Vaughn told the group that the goal was for the department heads to inform the Council of their needs so they can better understand the reasoning behind the requests. The Council had a duty to assure the tax payers and voters that their money was being spent appropriately.

Mr. Barker asked the City Clerk to begin the session by describing her upcoming goals and projects. Mrs. Sterchi told the Council that she planned to continue cleaning out and re-organizing one of the City Hall storage rooms. She had also been speaking with the City Manager on the possibility of creating a quarterly e-newsletter that could be sent to members of the public that would opt-in. She and the Utility Billing Clerk would also need to complete their National Incident Management System (NIMS) courses.

At her most recent Municipal Clerks of Illinois (MCI) training, attendees were encouraged to create a Continuity of Operations Plan (COOP). Such a plan would be useful if, for example, the City Clerk’s office had been flooded due to a pipe break. The plan would make the transition to a temporary facility easier.

Lastly, she would be assisting the Tree Board in creating an Arboricultural Plan/Tree Care Standards for the community.

Under Tourism, Mrs. Sterchi pointed out that Councilwoman Henton had submitted a request to further evaluate the use of Tourism funds in relation to the Tourism Grant Applications, the creation of a Tourism Advisory Committee, and possibly more City/Chamber organized events.

Mrs. Sterchi continued that she was also interested in having a mural placed on the south exterior wall of City hall in conjunction with the upcoming plans for an exterior painting project at City Hall.

Mrs. Sterchi also wanted to start setting aside funds for a campground at East Fork Lake, wanted to research possible movie nights at the swimming pool, and periodically write and submit articles to the S.E. Illinois Family Living magazine.

Lastly, Mrs. Sterchi told how Councilwoman Henton had been speaking to her about a fishing contest where a certain number of fish in the local lakes would be tagged, and anyone who caught one of the tagged fish would win a prize of some sort. Councilwoman Henton added that she had researched an insurance policy for such a contest, and a quote had been provided in the amount of \$650.00.

Mr. Barker explained that the items listed in the General category were all submitted by members of the Council. The Council desired to update the City Code because there were some antiquated definition and sections. There were also some chapters that can be consolidated. The Council also had the desire to create a plan for downtown improvements. Mr. Barker felt the first step in a downtown improvement would be to create a master plan.

Mr. Sanders told that the Treasury Department was hoping to focus on additional training, especially for the Assistant City Treasurer. Such trainings could improve efficiency and lead to certifications.

Mr. Sanders then transferred to equipment and personnel needs. He explained that his printer was due to be replaced, and a new work station was desired. Additionally, he felt it was time to determine a date to seek, hire, and train a new Accountant/Assistant to the City Treasurer in relation to his upcoming retirement.

Mr. Mitchell told the group that Code Enforcement planned to continue their efforts on enforcement of violations to help clean up the City. He added that the recent hiring of a part-time Code Enforcement Officer had made a big impact on junk complaints, weed complaints, and other issues.

Mr. Mitchell would be continuing the process of demolishing dilapidated structures. He also wishes to continue attending training courses on subjects such as the Enterprise Zone and updated codes. As an aside, Mr. Mitchell let the group know that the City had, in fact, been re-designated for its Enterprise Zone.

Mr. Mitchell continued that he would like to explore the option of adopting new building codes. The newest versions available were from 2015. There were some parts of the new versions

that he was hoping could be worked around or amended. He would be in touch with other communities about how they were going to handle some of those same concerns.

Lastly, Mr. Mitchell was interested in creating a program for the permitting of structure remodeling that would affect the changing of electrical, mechanical or plumbing. He had been receiving many complaints about people performing such work that are not qualified.

The Police Chief detailed that he would like to see work continue at the new police building at the Gun Range and its driveway. Some maintenance was also needed at the Police Department with replacement of flooring, replacement of the door entry system, and painting of a few rooms.

Referencing goals and projects for the parks, cemeteries, and recreation, Mr. Bradley explained that he would like to have the storage building finished that the City shares with the Fair Board. Finishing would include the addition of a concrete floor, insulation, covering the ceiling and walls with metal and OSB, lights, and a heating system. Currently, the Park Department was working out of a garage with not enough space. Also at the City Park, replacement fencing along Route 130 should be considered. It was thought that the fencing had been originally purchased by the Fair Board to aid in access control for the Fair, but no one with the City or Fair Board could remember exactly.

Every five years, the swimming pool should be painted. This fiscal year's painting would also require sandblasting.

Mr. Bradley continued that the Musgrove House was in desperate need of improvements. He was aware that the City had previously considered demolishing the house. He felt if the City wanted to keep it, money would be need to put into repairs such as gutters, fascia, siding, soffit, and replacement of two windows.

Mulch for the playgrounds would also be needed. This is an every-other-year necessity.

A concession stand for the pool had also been a topic of much discussion, and seemed to be a likely addition in the new fiscal year.

Moving on to equipment and personnel needs for the parks, cemeteries, and recreation, Mr. Bradley stated a need for replacement of a riding lawn mower and purchase of a 16' utility trailer to transport mowers. Additionally, he would like to replace two pieces of playground equipment, one at the City Park where the old barrel was located, and one at Rotary Park to replace the merry-go-round.

A half ton pickup was also requested, and a 4-in-1 front bucket for the backhoe to handle brush work.

Mr. Bradley also served at the Water Plant Supervisor. He requested a replacement for a riding lawn mower in that department.

For Water Plant goals and projects, Mr. Bradley would like to grind, grade and seal the driveway at the plant, and continue the discussion about building a new Water Treatment Plant.

There are large ticket purchases that Mr. Bradley was continuing to push off in hopes that the Council would consider building a new plant.

Councilman McLaughlin asked where Mr. Bradley would like to have the new plant built. Mr. Bradley replied that the best location would be near Millers Grove. The City does not currently own enough land in the area to build such a plant, and estimated costs for a new plant were around \$12,000,000.00.

Mayor Vaughn asked Mr. Bradley if the current plant would be able to handle projected volume over the next several years. Mr. Bradley did not believe that the current plant would experience volume issues in the near future. The issues were mostly with structure and equipment.

Going back to the fencing replacement at the City Park, Mr. Barker felt that a six foot fence with top rail could be placed for approximately \$15.00 per foot. Councilman McLaughlin was with the understanding that there could be possible economic development directly across from the City Park where the greenhouse had been. He felt that if such development was placed, that the fencing should be replaced. Mayor Vaughn commented that the Fair Board should be consulted before anything is decided in regards to the fencing.

Councilwoman Henton wondered if conversations should continue with the Girls Scouts on their use of the Musgrove House. Councilman McLaughlin asked if the Musgrove House would serve any long term purpose to Mr. Bradley. Mr. Bradley replied that the Park Department only utilized the garage, but that a storage building could be an alternative. Past that, his department had no real need for the house.

Mayor Vaughn commented that the interior of the house was not conducive for events or meetings as its layout was still that of a three bedroom home. Mr. Bradley added that he did not feel the square footage of the house would be well-suited under any circumstance for such regular use. Mayor Vaughn felt it hard to justify keeping the Musgrove House with the continued maintenance costs and monthly bills. Mr. Barker felt that \$15,000.00 would be needed to make the most minimum of repairs to the house.

Speaking for the Street Department, Mr. Kocher noted a request for creation of a database of street maintenance that would include block, date, and type of maintenance performed. He indicated that the department has a log book for such documentation.

Other goals and projects included completion of the Walnut Street ditch project, completion of the S. Whittle Avenue widening and reconstruction, and the continuation of the grinding and sealing program. Mr. Kocher added that the department wished to continue the grinding and sealing program on the street listing from the prior year that was not able to be completed.

Another listed project was continuation of sidewalk replacement. He told the group that the department replaces sidewalks as time permits and focuses on high traffic areas first.

Mr. Kocher noted that a listed project added was a large scale road and sidewalk improvement plan. He felt that either would need to be contracted, depending on the definition of

“large scale.” Otherwise, he felt that the department would be more capable of handling an increase of sidewalk replacements in comparison to an increase in road work.

The Street Department would need a new dump truck, salt spreader box, and a side/ditch mower and tractor.

Councilwoman Henton was hesitant to have sidewalk work done on the Elliott Street bridge because the bridge itself may need work in the near future. Mr. Kocher and Mr. Barker offered that some temporary patching may be appropriate in the meantime.

On the large scale road and sidewalk improvement request, Mr. Barker thought that a \$2,000,000.00 bond may need to be issued in order to make any kind of impact. He then noted that new revenues would be needed in order to pay the bonds. He added that he had not been satisfied with the oil and chip program because the trend seemed so that the oil and chip would last approximately three to five years before the same streets would need to be worked on again. Mr. Barker felt that at some point, the City would need to take a step forward on initiating a program that may be more expensive upfront, but that would last longer.

Councilwoman Henton asked Mr. Kocher how the Street Department handled sidewalk improvements. Mr. Kocher replied that work orders were submitted to the department, and high traffic areas were given attention first. From there, they would inspect other sidewalks from their work order list and would replace those as time allowed.

For the Water Distribution Department, Mr. Williams explained that their projects and goals included investigating the cost of cleaning and painting of a new logo on the Brentwood water tower, and continuing to set aside funds for water tower painting and water main replacements.

The S. Whittle Avenue waterline relocation would take place soon, and the W. Elm Street water main replacement would be needed in the near future.

Mayor Vaughn asked if the painting of the Brentwood water tower would be about the same cost as the painting of the Washington Street tower. Mr. Williams felt that the painting of the Brentwood tower would come in somewhat less because it did not have as many legs as the Washington Street tower.

Mr. Barker told the group that the S. Whittle Avenue waterline project had been bid, and the Notice to Proceed had been issued. He reminded the Council that the City had been denied grant money for the W. Elm waterline project.

Mr. Lathrop explained that the Sewer Department was still running off of its old Illinois Environmental Protection Agency (IEPA) permit, but that its new permit could be received at any time. Once received, the department would be required to have fecal coliform treatment, zinc removal, and phosphorous removal. All new requirements would come with a high price tag.

Mr. Lathrop continued that the digester had been experiencing problems and would soon require maintenance. Filters would also be needed in the wet well. Replacement filters for the current bases could no longer be found.

The Taylor lift station was also in need of an upgrade, and a septic tank was needed for the SKS/Burgener location. While parts had recently been ordered for one final clarifier, another just like it would need to have the same work done in the near future, so Mr. Lathrop felt that funds should be set aside for that project.

For equipment and personnel needs, Mr. Lathrop explained that his department would need a crane truck in order to pull lift station pumps.

Councilman McLaughlin noted that on the five year capital improvement plan, Mr. Lathrop had listed for fiscal year 2019/2020 a \$2,000,000.00 expected expense to replace four filter cells. Mr. Lathrop replied that was a project he had been pushing back as long as possible. He would continue to push back the project as long as parts were still available. Mr. Lathrop pointed out that when the time came, all four filters would need to be replaced at the same time.

Mr. Barker asked Mrs. Sterchi to detail her equipment and personnel needs. Mrs. Sterchi replied that the computer for the Utility Billing Clerk would need to be replaced this coming fiscal year. Mrs. Sterchi also requested continuing education.

If moving forward with an e-newsletter, an online membership would be required. Her preference would be to use Constant Contact. Mr. Barker added that in such newsletters, the department heads would typically submit something interesting going on in their department, and also a message from either the Mayor or the City Manager.

Mrs. Sterchi continued that she was interested in looking at new banners for downtown. Additionally, she had been in touch with the Street Department, and they had indicated that the banner brackets would be needing replacement.

Lastly, Mrs. Sterchi had listed a need for a security system for the entry and front desk area. In the time since these lists were submitted, Mr. Mitchell had been working on such a security system, and it was likely that one would be installed by the end of this fiscal year.

Under Tourism, Mrs. Sterchi offered that funds could start being reserved for the addition of a campground at East Fork Lake. Then, if pursuing movie nights at the pool, certain pieces of equipment and licenses would be necessary. Mrs. Sterchi would also like to see an update to the lake brochures, and would like to research the possibility of having an Olney billboard placed along an interstate.

Going back to the suggestion of setting aside funds for a campground at East Fork Lake, Councilwoman Henton did not wish to see money come out of the Tourism fund for such a project. While in favor of the idea overall, she would rather see any funds come out of the General Fund. The reason behind this request was due to the fact that Tourism funds are generated from hotel/motel tax.

Fire Captain Hill reminded the group that back in September of 2016, the Council had authorized the purchase of a new fire truck. Some new fire and rescue equipment would be needed for the new apparatus. The needed equipment is also dictated by the National Fire Protection Association (NFPA) standards.

The Fire Department was also requesting two new self-contained breathing apparatus. The NFPA also requires one air pack for every seat that can carry a firefighter. The new fire truck will have more seats than originally anticipated, so additional breathing apparatus would be necessary.

A grant had been received in 2005 that allowed the department to purchase all new air packs and cylinders. The life span of the equipment is 10 years, but Captain Hill was budgeting the expense over the next two fiscal years. Captain Hill also hoped to receive some grant money to offset a portion of that expense.

Captain Hill continued that some new paid-on-call (POC) firefighters were going through training, and would be needing gear appropriate to fight fires. Additionally, Captain Hill was hoping to increase the pay for POC firefighters from \$8.25 per hour to \$9.25 per hour for those non-certified, and from \$9.00 per hour to \$10.25 per hour for those who are certified. Captain Hill stated that no pay increases had been given to the POC firefighters in many years, and he hoped an increase would be an incentive to retain firefighters.

The expected new fire truck would replace the 1985 truck. Captain Hill expected that the truck would be completed by October or November.

For equipment and personnel needs for the Police Department, Chief Paddock explained the need to replace one squad car per year. For this new fiscal year, he suggested replacement with an SUV model. The SUV would allow easier access to the trunk, more overall room, and would make it easier for the officers to get in and out of the vehicle. The replacement vehicle would also require a new in-squad car and computer. Chief Paddock hoped that a grant could help cover the cost of some of the equipment.

Chief Paddock went on to tell that a Taser had recently gone bad. The Chief was hopeful that a grant could also cover this expense.

About a week ago, a couple of patrol officers had approached the Chief about possibly adding a K-9 unit. If such a unit was added, it would come at an expense of about \$19,000.00 annually. A squad car for the K-9 would also be needed. In his experience, the Chief had seen officers raise money from the community for a K-9 unit. If a K-9 unit was desired, it would raise the question about which officer would have the dog, and if the City would allow the dog and the officer to live in the county. The Chief noted that such dogs do bark quite a bit.

Chief Paddock explained that there are full service dogs available, or dogs that can simply track and smell for drugs. Full service dogs run about \$5,000.00 more.

For the Mechanics Department, Mr. Fulk told that a fork lift would be needed to replace the current 35 year old lift. Mr. Fulk was also interested in a floor lift, scan tool, and EVAP leak protector. The diagnostic equipment was much needed.

Mayor Vaughn was sobered by the amount of needs the City faced. Mr. Barker agreed, but noted some great strides made within the past few years. Mr. Barker was proud of the progress.

Mr. Barker then asked for Mr. Sanders to go through each department's five-year capital plan. Mr. Sanders provided a brief summary of each departments' anticipated capital expenses for the next five years. He commented that the five-year plan is a helpful tool to know how to better plan for the future.

Councilman McLaughlin wondered if the pool slide would need to be replaced soon. Mr. Bradley did not believe so. He felt the outside pumps may need attention before the slide.

A bathroom facility was recently added at Musgrove Park. Mr. Bradley told the group that the expenses were quickly adding up to the estimated \$50,000.00 total expense. He was working on getting some of the quotes lowered. Mr. Bradley felt that the bathrooms would be completed in March. Eight security cameras will also be added.

Mr. Bradley then explained that parking stops had not yet been received for the Musgrove Park parking lot extension, but that they should be received and placed before baseball season. The extension would add 55 more parking spaces.

Councilman McLaughlin then recommended that Mr. Bradley and Mr. Barker begin scouting exactly where they would like to see a new water plant placed in order to start the process.

Mr. Sanders stated that this fiscal year would end the three year increase on water and sewer rates. The \$2.75 debt service fee had totaled about \$130,000.00 per year for capital spending. The Water and Sewer Departments spend more than that on capital expenditures, but the debt service fee had been somewhat helpful.

Councilman McLaughlin wondered if the City had been setting any money aside for the resurfacing of Main Street. Mr. Sanders replied that the City had not been setting aside funds, but felt that would be a good idea. Additionally, any cash adjustments made in April could be set aside for such a project.

Mr. Barker indicated that the company that had been used to purchase the past two pickup trucks had contacted him about the possibility of two more coming available. If the Council wished, he would bid on the trucks.

Mr. Barker then noted that the resurfacing of Kitchell Avenue had unintentionally been left out of this evening's paperwork. City Engineer Charleston was continuing to work on the bid specifications. Mr. Charleston had originally anticipated that the project would cost about \$225,000.00, but he now felt that project cost would be higher.

Mayor Vaughn asked for a quick overview of what the rest of the fiscal year looked like. Mr. Barker replied that all seemed to be running smooth. The Kitchell and S. Whittle Avenue projects were of the most importance.

Mr. Sanders pointed out that over the past two years, the IEPA had forgiven the City of almost \$500,000.00 of loan payments. Additionally, Mr. Sanders had received a letter a few months ago from the Department of Commerce and Economic Opportunity (DCEO) that municipalities in Illinois that had not recently been in receipt of a CDAP loan would have their programs terminated. The City of Olney was one of such municipalities. Instead, it was the DCEO's intent to work with such municipalities on devising a plan for those funds to be used in order to benefit their communities. Mr. Sanders estimated that \$246,000.00 of CDAP funds could be available to the City, but Mr. Sanders was uncertain under what parameters those funds could be used.

AGENDA #5 "ADJOURN"

Councilman McLaughlin moved to adjourn, seconded by Councilwoman Henton. A majority affirmative voice vote was received.

The special meeting of City Council adjourned at 8:19 p.m.

Kelsie J. Sterchi
City Clerk