

**AGENDA
CITY OF SALEM
REGULAR CITY COUNCIL MEETING
March 5, 2018
6:00 pm**

- I. Call to Order**
- II. Prayer and Pledge of Allegiance**
- III. Presentation of Petitions/Public Comments**
- IV. Mayor’s Report and Presentations**
 - 1. Girl Scout Week Proclamation
- V. City Council Action**
 - 1. Consent Agenda
 - a. Approval of Minutes – 02/20/2018
 - 2. Review of Agreement with “Unlimited Play” for Inclusive Playground
 - 3. Opening of Proposal to Purchase Property at Armory Subdivision, Approval Thereof
 - 4. Review of Downtown TIF Project Proposals
 - 5. Review of Data from Downtown Parking Survey
 - 6. Approval of Banking Resolution
 - 7. Approval of Ordinance Implementing Harassment Policy
- VI. City Manager Report**
- VII. City Attorney Report**
- VIII. Finance Director Report**
- IX. City Council Report**
- X. Executive Session**
 - 1. 5 ILCS 120/2 (c)(23) – Natural Gas Contract
- XI. Adjournment**

Bill Gruen City
Manager

**MINUTES
CITY OF SALEM
CITY COUNCIL MEETING
March 5, 2018 – 6:00 pm**

- I. CALL TO ORDER**

The regular March 5, 2018 meeting of the City Council was convened at 6:00 p.m. and called to order by Mayor Rex Barbee.

Council members present:
Councilman Nic Farley
Councilman Craig Morton
Councilwoman Sue Morgan
Mayor Rex Barbee

Council member absent:
Councilman Tim Hudspeth

Others present:

City Manager Bill Gruen	City Attorney Mike Jones
City Clerk Bev Quinn	Sergeant Garland Simmons
Finance Director Keli Barrow	Economic Development Dir. Jeanne Gustafson
Deputy Chief of Police Susan Miller	Public Works Director John Pruden
Asst. Public Works Director Annette Brushwitz	Members of the Media and Public
- II. PRAYER AND PLEDGE OF ALLEGIANCE**

Opening prayer was given by Councilwoman Morgan, followed by the Pledge of Allegiance to the Flag.
- III. PRESENTATION OF PETITIONS/PUBLIC COMMENTS**

None.
- IV. MAYOR’S REPORT AND PRESENTATIONS**
 - 1. Girl Scout Week Proclamation

Mayor Barbee presented a proclamation declaring March 4th through March 10th as “Girl Scout Week” in Salem, and congratulated the girl scouts and leaders who were present.

Mayor Barbee announced with sadness the resignation of Councilman Tim Hudspeth from his position on City Council. Councilman Hudspeth is moving outside the Salem City limits, but will continue to

work and be involved in the community. Mayor Barbee expressed appreciation for all that Councilman Hudspeth has done during his time on the Council.

V. CITY COUNCIL ACTION

1. **Consent Agenda**

a. Approval of Minutes – February 20, 2018

Minutes of the February 5th City Council meeting were presented for action. A typo was noted and ***motion was made by Councilman Farley and seconded by Councilman Hudspeth to approve the February 20, 2018 minutes with a minor correction. Roll call vote: AYES: Councilman Farley, Councilman Morton, Councilwoman Morgan, Mayor Barbee. NAYS: None. Motion carried.***

2. **Review of Agreement with “Unlimited Play” for Inclusive Playground**

Shelli McIntosh, representing the Bryan Park Inclusive Playground Committed, was present to discuss possible revisions to the draft agreement between “Unlimited Play” and the City of Salem. City Manager Gruen indicated there was a paragraph in the agreement that both he and Ms. McIntosh questioned, and Unlimited Play removed the paragraph in its entirety. City Attorney Mike Jones questioned the City being a part of any agreement that does not constitute any legal binding requirements on either side, and advised that the agreement should be binding on *both* sides. Mr. Gruen indicated he and Ms. McIntosh would discuss this further with Unlimited Play and bring this back for Council action on March 19th.

3. **Opening of Proposal to Purchase Property at Armory Subdivision, Approval Thereof**

City Manager Gruen opened a proposal from Nicholas Harris of 505 N College to purchase Lot #175 (*adjacent to Armory Subdivision*) for \$1.00. Mr. Gruen indicated this lot is the small rectangular piece of land behind Mr. Harris’s home. City Attorney Mike Jones recommended that if the City Council agrees to sell the lot to Mr. Harris, it be done by quit claim deed no title work or exchange of funds, and call it “done”. ***Motion was made by Councilman Farley and seconded by Councilwoman Morgan to accept the proposal submitted by Mr. Harris in the amount of \$1.00, and that the transfer be done by quit claim deed with no title work. Roll call vote: AYES: Councilman Morton, Councilwoman Morgan, Councilman Farley, Mayor Barbee. NAYS: None. Motion carried.***

4. **Review of Downtown TIF Project Proposals**

Economic Development Director Jeanne Gustafson indicated the City has received three requests for TIF assistance in response to the City’s solicitation. Summaries of the requests follow:

Brad Dickneit of BNC Bicycle and Fitness is interested in obtaining the building located at 100 N. Washington to open a bike shop. The TIF money requested, \$15,000, would be used as gap financing for the down payment. Mr. Dickneite anticipates an investment of approximately \$60-\$85,000 in inventory and \$20,000 in building renovations, with a total project cost of \$167,000. Mr. Dickneit has not received TIF assistance previously.

Jeannell Charman of Salem Travel indicated she still has 16 openings (*32 windows*) to be done to complete her project. The shape of the original windows was such that it was more economical to put stationary windows at the top of the openings and moveable windows at the bottom. The total she has requested of \$23,560 would allow completion of the project. Councilman Farley asked if she is looking to sell the property. Ms. Charman responded she is willing to sell it, and as it is an important landmark of the community, it is important to keep it looking nice. Ms. Charman added that the windows were originally boarded up because two of them fell to the sidewalk below and had become a safety issue. Ms. Charman’s investment in the building since 1993 is \$295,623. Improvements have included two new roofs, tuck pointing, build out of 100 West Main as a doctor’s office and 111 N. Broadway as a travel agency, 63 of the 95 windows have been replaced, exterior doors, glass block window installation and 2nd and 3rd floor cleaning and removal of temporary walls. Ms. Charman has received TIF assistance previously - \$40,000 in 2005; \$382.50 in 2011 and \$15,000 in 2015.

Mike Hooe of Salem Elks Lodge #1678 indicated the lodge roof at 315 N. Broadway is in dire straights and there has been significant damage to the upstairs. The roof is about 10 years old, and should have lasted 20 years, but the company that installed the roof is no longer in business.

The roof was designed to drain on the west side of the building but it does not, and there is standing water on the south and east sides. Volunteers had to go up on the roof and broom the water off to temporarily patch the roof with sealant. The Elks has received a bid from Jeff Irwin to install a spray on foam roof plus membrane for \$36,000. Mr. Hooe indicated this is an emergency situation and cash flow is tight. The Elks is requesting \$15,000 in TIF assistance, with a total project cost of \$36,000.

Mr. Hooe indicated the Elks has been an active supporter of the community and has provided grants to the Jackson Park Playground, Marion County Diaper Program, Pregnancy Care Center, Hungry Hearts (*which feeds school age children in the summer*), literacy program, Drug Awareness Program, Police Dog and the maintenance of the large flag at the interstate.

Mayor Barbee expressed his appreciation to Mr. Hooe and the Elks organization, and indicated he understands that it is imperative that the roof be replaced.

In 2014, the Elks received a \$15,000 forgivable loan and a \$19,000 loan at 3% interest, which has been paid off.

City Manager Gruen indicated the City has approximately \$45,000 to expend on TIF projects. Mayor Barbee indicated this would be brought back for action at the next meeting.

5. Review of Data from Downtown Parking Survey

City Manager Gruen indicated he had sent out a survey to downtown property owners. Mr. Gruen provided a 10-page written report of the responses, but summarized them during discussion. Mr. Gruen indicated there was a 39% response rate, and of those 39%, 50% were commercial-service, 35.71% were Retail, 7.14% retail and 7.14% residential. The responders employed 97.5 people downtown. Most were in support of the two-hour parking limit. Mr. Gruen concluded that the City needs to do a better job of promoting the “no time limit” parking in the downtown area and to have a better presence on the internet. Dave Frigen of Wabash Communications indicated he had attended the meeting because he was concerned about the possible lifting of the two-hour limit or the 15-minute limit in front of Wabash. Mr. Frigen indicated Wabash supports the current parking policies remaining in place.

6. Approval of Banking Resolutions

City Manager Gruen indicated that in conjunction with a recent review of interest rates for City banking accounts, the City will be moving some funds. The City received three proposals with interest rates of 1.6% fixed, 1.56% variable and 1.3% variable, and the banks require resolutions allowing the City to open accounts. Mr. Gruen thanked Finance Director Keli Barrow for taking the lead on this project. Councilman Farley asked what this entails. Mr. Gruen indicated the City will be moving \$3 million into each of the three banks that made proposals for one to two year periods. This resolution authorizes the Mayor, City Manager, City Clerk and Treasurer to create accounts, close accounts, and transfer and deposit funds with Iuka State Bank, Marion County Savings Bank and People’s National Bank. ***Motion was made by Councilman Farley and seconded by Councilman Morton to approve Resolution 2018-02 (Bank Resolution). Roll call vote: AYES: Councilwoman Morgan, Councilman Farley, Councilman Morton, Mayor Barbee. NAYS: None. Motion carried.***

7. Approval of Ordinance Implementing Harassment Policy

City Manager Gruen indicated the proposed ordinance simply repeals the previous harassment policy and replaces it with the one approved on January 15th. ***Motion was made by Councilwoman Morgan and seconded by Councilman Farley to approve Ordinance 2018-04 amending chapter two of the Salem City Code by repealing the old policy and adopting the “City of Salem Policy Against Discrimination, Harassment and Sexual Misconduct” that was approved on January 15, 2018. Roll call vote: AYES: Councilman Farley, Councilman Morton, Councilwoman Morgan, Mayor Barbee. NAYS: None. Motion carried.***

VI. CITY MANAGER REPORT

City Manager Gruen indicated he had been approached by Jeff Martin of the American Legion regarding their desire to hold a 5K in town on April 21st. Mr. Martin has already spoken with Public

Works Director John Pruden and Chief Sean Reynolds regarding the route (*which is the same as last year*) and has spoken with DOEM Director Terry Mulvany about assisting with traffic. This will be brought back for formal approval at the next meeting.

City Manager Gruen provided a budget approval schedule, as follows:

- March 19 – Report draft budget number of all funds. PowerPoint presentation of General Fund budgets.
- April 2 – PowerPoint presentation for non-General Fund budgets. First reading of full budget.
- April 16 – Presentation of full, FY19 budget with analysis. Second reading of full budget for approval.
- April 23 – Backup date for Council approval for budget if not approved on April 16.

City Manager Gruen provided drawings from Ben Poirier of Round Table Design for the city hall renovation. These are concept drawings, and an architect will be doing the actual design drawings. Mayor Barbee indicated he would like to see Mr. Gruen move forward on this project.

VII. **CITY ATTORNEY REPORT** – No report.

VIII. **FINANCE DIRECTOR REPORT** – No report.

IX. **CITY COUNCIL REPORT**

Councilman Morton indicated there will be a volunteer work day for the mountain bike trail in Bryan Park on Saturday, March 10th. There will be two start times for two groups, one at 7:30 am and one at 9:00 am. Bring your shovels, rakes, pruners, and gloves. The trail is flagged and the large items have all been removed.

Mayor Rex Barbee reiterated that he has appreciated Councilman Hudspeth's efforts while serving on the City Council.

X. **EXECUTIVE SESSION**

Motion was made by Councilman Farley and seconded by Councilwoman Morton to enter into executive session at 7:12 pm for the purpose of discussing a natural gas contract. Roll call vote: AYES: Councilman Farley, Councilman Morton, Councilwoman Morgan, Mayor Barbee. NAYS: None. Motion carried.

Return to open session at 7:23 pm.

XII. **ADJOURNMENT**

As there was no further business to discuss, motion was made by Councilwoman Morgan and seconded by Councilman Farley to adjourn the meeting at 7:23 pm. Roll call vote: AYES: Councilman Morton, Councilwoman Morgan, Councilman Farley, Mayor Barbee. NAYS: None. Motion carried.

Bev Quinn, CMC
City Clerk

Minutes approved: March 19, 2018