

**AGENDA
CITY OF SALEM
REGULAR CITY COUNCIL MEETING
February 20, 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**

- V. City Council Action**
 - 1. Consent Agenda
 - a. Approval of Minutes – 02/05/18
 - 2. Update from Mark Decker on Rose Bowl Parade Float Proposal
 - 3. Discussion on Utility Deposit Ordinance, Policies, and Related Matters
 - 4. Approval of Armory Subdivision Plat
 - 5. Opening of Proposal to Purchase Property at Armory Subdivision, Approval thereof (if no executive session below)
 - 6. Approval of Purchase of Public Works Vehicle
 - 7. Approval of Contract Extension (“Change Order”) with AECOM for Groundwater Compliance at Landfill
 - 8. Approval of Purchase of Bituminous Patch Mix
 - 9. Downtown TIF Projects & Expenditures
 - a. Approval to Solicit Proposals for Downtown TIF Projects
 - b. Discussion on Future Downtown TIF Parking Projects
 - 10. Approval of Bills Payable
 - 11. Approval for Retaining Architect and Seeking Bids for City Hall Lobby Improvements

- 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)(6) – Setting Price for Sale of Real Estate
 - 2. 5 ILCS 120/2 (c)(11) – Litigation

- XI. City Council Action**
 - 12. Approval of Sale of Real Estate at Armory Subdivision

- XII. Adjournment**

Bill Gruen City
Manager

**MINUTES
CITY OF SALEM
CITY COUNCIL MEETING
February 20, 2018 – 6:00 pm**

- I. CALL TO ORDER**

The regular February 20, 2018 meeting of the City Council was convened at 6:00 p.m. and called to order by Mayor Rex Barbee. *(The meeting was held on Tuesday because of the President’s Day holiday and at Bryan Bennett Library due to a water line break at City Hall.)*

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

Council member absent: None.

Others present:

City Manager Bill Gruen	City Attorney Mike Jones
City Clerk Bev Quinn	Chief of Police Sean Reynolds
Finance Director Keli Barrow	Economic Development Dir. Jeanne Gustafson
Deputy Chief of Police Susan Miller	Public Works Director John Pruden
Assistant Public Works Director	Mark Decker, Historical Commission Chairman
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

George Evans, Interim President of Kaskaskia College, was present to introduce himself to City Council. President Evans gave a summary of his past experience at Kaskaskia College and his willingness and desire to continue KC's excellent working relationship with the City of Salem. President Evans focused on the area's need for more technical training and skills development in an effort to fill employment positions that are going unfilled with local employers. Both President Evans and Councilman Farley touched on an after-school program SCIGA is working on that will enable students to learn necessary skills and result in those students having jobs at the completion of the program.

Mayor Barbee thanked President Evans for coming and for everything KC is doing for students in our area. Mayor Barbee added his appreciation for the Certificate of Appreciation the City received from KC for participation in National Manufacturing Month events.

IV. MAYOR'S REPORT AND PRESENTATIONS

Mayor Barbee recognized the SCHS girl's bowling team for going to State, the girls' basketball team for their efforts at conference, and the boys' basketball

V. CITY COUNCIL ACTION

1. Consent Agenda

- a. Approval of Minutes – February 5, 2018

Motion was made by Councilman Farley and seconded by Councilman Hudspeth to approve the February 5, 2018 minutes, with a minor correction. Roll call vote: AYES: Councilman Farley< Councilman Morton, Councilman Hudspeth, Mayor Barbee. NAYS: None. Councilwoman Morgan abstained.

2. Update from mark Decker on Rose Bowl Parade Float Proposal

Mr. Decker reported that the his proposal has not yet been accepted by the Rose Bowl Parade Committee, but he has commissioned a rendering of what the committee foresees the float looking like with AES (*Artistic Entertainment Services*), who is one of the four companies approved by the Rose Bowl Parade committee (*below*).

2019 Rose Parade Float for City of Salem

Draft Design from Artistic Entertainment Services



Mr. Decker indicated the initial vision was for the float to be "All-American", grass roots, including some of our areas historical elements including the oil boom, railroads, GI Bill of Rights, etc., and this first draft does not include all of those elements. After showing the drawing to the Historical Commission, their opinion was that it is good as presented, and should focus on the 75th Anniversary of the GI Bill of Rights. Mr. Decker added that he did make a presentation to the Tourism Board, and advised that that while the float may not be the largest billboard they will ever be involved with, it will definitely be the most viewed. The Tourism Board took action to pay the entry fee of \$5,500.00 (*if selected*) and to provide an additional \$1,000.00 for brochures. The rest of the funds will all be raised through privately funded donations.

Councilman Morton asked what will happen if the Committee's proposal is accepted by the Rose Bowl and the committee is unable to raise the \$250,000. Mr. Decker indicated he should know by next week if their proposal is accepted, and he will contact the Rose Bowl Parade committee at that time for additional details.

Mr. Decker indicated the Historical Commission met earlier this evening and directed that he inform Council that it is their recommendation that the William Jennings Bryan statue in Bryan Park **not** be cleaned. They feel the natural patina of the statue should be protected, and they specifically do not want the statue taken down for cleaning. Decker added that they feel there is more chance of damage to the statue if it is moved or cleaned. Councilwoman Morgan commented that the statue has been cleaned before. Councilman Farley and Councilman Morton both indicated they have been approached by members of the community suggesting that it be cleaned.

Mr. Decker indicated Representative Cavaletto has submitted a bill naming November 4th be declared "**G.I. Bill of Rights Day**" in Illinois. Rep. Cavaletto is not proposing this become a holiday, just a day of remembrance. This is being presented as HB4954.

3. Discussion on Utility Deposit Ordinance, Policies and Related Matters

City Manager Gruen indicated Mayor Barbee has asked that the City Council have the opportunity to review and discuss City policies and ordinances pertaining to the amount charged for utility deposits, when they are charged, among other topics. Mr. Gruen presented a memo from Bev Quinn detailing what the policies and ordinances provide and why we handle things the way we have. Mr. Gruen indicated we are open to suggestions. Mayor Barbee indicated that he feels the \$250.00 water and gas deposit may be steep when people are required to set up a new account due to change of address or divorce. Additionally, the requirement to pay a deposit when being more than one day late more than three times during the most recent 18-month period may be a little too stringent. Mr. Gruen mentioned the possibility of changing that to having been 30-days late or, in the case of customers having no history with us in their name, customers being provided with an opportunity to provide proof that they were residents on a particular account over a certain period. Mr. Gruen added that he would like to switch to an online bill provider who will provide more information regarding customers' bills through email and access to their billing and payment records online. Consensus was to discuss this again at a future meeting.

4. Approval of Armory Subdivision Map

Mayor Barbee indicated the proposed plat has been revised to show five lots, and that he feels it is workable and all lots are accessible from either Markland, College, or Lovell Streets. City Manager Gruen added that it was reviewed by both John Pruden and Bev Quinn, and they find it meets code. Mayor Barbee added that the City needs to vacate the lot on Pearl and the small triangular piece on the original site. ***Motion was made by Councilman Hudspeth to approve the Armory Site Subdivision and seconded by Councilwoman Morgan. Roll call vote: AYES: Councilman Morton, Councilwoman Morgan, Councilman Hudspeth, Councilman Farley, Mayor Barbee. NAYS: None. Motion carried.***

5. Opening of Proposal to Purchase Property at Armory Subdivision. Approval thereof (if no executive session below)

City Manager Gruen indicated the City has received a sealed bid to purchase real estate in the Armory Subdivision. Mr. Gruen opened the proposal from Patricia Marshall for \$500.00 per lot for the northern two lots. Ms. Marshall wants to build a new home on the two lots. Councilman Farley asked what the cost to subdivide the property was. Mr. Gruen responded that the plat preparation was \$3,500 to Micah Mulvany of Marvin Jenkins and Associates, and there were additional costs for title work and advertising. Councilman Farley indicated just the plat preparation cost was \$750.00 per lot. Upon being asked what tap fees are, Public Works Director John Pruden indicated the following tap fees: ¾" water tap - \$1,100.00; 1" water tap - \$1,400.00; Gas tap - \$900.00; Sanitary Sewer tap - \$200.00. Councilman Hudspeth indicated Ms. Marshall is local and intends to construct a new house, which will put the property back on the tax rolls. Hudspeth added that he would have a hard time turning her offer down. There was discussion regarding placing a condition on the property wherein it would have to be owner occupied for a certain time. Councilwoman Morgan added that whether it is owner occupied or not, it will be on

the tax rolls, and she does not want to see covenants placed on these lots. ***Motion was made by Councilman Hudspeth and seconded by Councilman Morton to approve the offer made by Patricia Marshall to purchase the two northern lots of Armory Site Subdivision at \$500.00 per lot for construction or a new residence. Roll call vote: AYES: Councilwoman Morgan, Councilman Hudspeth, Councilman Farley, Councilman Morton, Mayor Barbee. NAYS: None. Motion carried.***

6. Approval of Purchase of Public Works Vehicle

Public Works Director John Pruden indicated proposals were solicited for a used, new or re-conditioned 4WD sport utility vehicle for the Public Works Department. Proposals were mailed to six vehicle dealers in Salem and advertised in the Salem Times Commoner. Proposals were received from Max Dye, Inc., Boulder Chevrolet, and Schmidt Ford, all from Salem. Mr. Pruden indicated he is recommending acceptance of the proposal from Schmidt Ford of Salem for a new 2018 Ford Explorer for \$26,080, with an alternate option of the 2015 Jeep Cherokee Latitude for \$19,279.00 from Max Dye, Inc. The prices include license and title fees, and trade-in. Dir. Pruden indicated this is a budgeted item, and is \$310.00 over budget. Mr. Pruden indicated he prefers the new vehicle with full warranty as opposed to a used vehicle with no warranty. Councilman Farley questioned the \$7,000.00 value of the full-warranty. ***Motion was made by Councilwoman Morgan and seconded by Councilman Morton to approve the purchase of the new 2018 Ford Explorer for \$26,080 from Schmidt Ford of Salem, which is \$310.00 over budget. Roll call vote: AYES: Councilman Morton, Councilwoman Morgan, Mayor Barbee. NAYS: Councilman Hudspeth, Councilman Farley. Motion carried.***

7. Approval of Contract Extension (“Change Order”) with AECOM for Groundwater Compliance at Landfill

Director Pruden indicated that “Change Order No. 7” is essentially an extension of the City’s agreement with AECOM to perform the compliance reporting activities at the Salem landfills for the 2nd through 4th quarters of 2018 and the first quarter of 2019. AECOM has provided excellent technical assistance with the landfill, and Mr. Pruden recommends approval of Change Order No. 7. Mayor Barbee asked how the fee has changed from last year. Mr. Pruden responded that it is \$500.00 less than last year. ***Motion was made by Councilman Farley and seconded by Councilman Hudspeth to approve Change Order No. 7 (contract extension) with AECOM in the amount of \$22,600.00. Roll call vote: AYES: Councilman Farley, Councilman Morton, Councilwoman Morgan, Mayor Barbee. NAYS: None. Motion carried.***

8. Approval of Purchase of Bituminous Patch Mix

Director Pruden indicated bids were solicited for the 2018 City Street Maintenance Material - Bituminous Patching Mixture. Bids were received from General Contractors, Inc., Salem, at \$71.15/ton for a total of \$28,460.00 and from Jax Asphalt Company, Mt. Vernon, at \$69.96/ton for a total of \$27,984.00. Dir. Pruden added that the City picks up the asphalt, so a price adjustment for the City to pick up the material from Junction City, rather than Mt. Vernon, brings Jax price to \$91.56/ton, for a total of \$36,624.00. Dir. Pruden indicated he and Rhutasel & Associates are recommending that the bid be awarded to General Contractors at \$71.15/ton. ***Motion was made by Councilman Farley and seconded by Councilwoman Morgan to award the bid for Bituminous Patching Mixture to General Contractors, Salem, IL at \$71.15/ton for 400 tons, for a total of \$28,460.00. Roll call vote: AYES: Councilman Morton, Councilwoman Morgan, Councilman Hudspeth, Councilman Farley, Mayor Barbee. NAYS: None. Motion carried.***

9. Downtown TIF Projects & Expenditures

a) Approval to Solicit Proposals for downtown TIF projects

City Manager Gruen indicated he is requesting that City Council consider allowing staff to solicit TIF projects, as the Theatre project will be delayed due to needing to move a gas line prior to construction. Mr. Gruen added that ED Director Gustafson has a couple of TIF projects she would like to present to Council. The City could probably do three %\$15,000 projects, and then the Theatre project can be done in the spring. Mr. Gruen added that the Downtown TIF fund may show a negative figure for a while, but it will be replenished later in the years.

b) Discussion on Future Downtown TIF Parking Projects

City Manager Gruen indicated Drew Johnson has expressed an interest in using five additional feet to the west for the theatre expansion, which will result in one less parking space. Councilman Morton asked how long it will be before the Theatre project is done. City Manager Gruen indicated it will be done this year. Councilwoman Morgan asked if Mr. Gruen intends to finish the remainder of the parking behind City Hall this year. Mr. Gruen indicated it is his intention that the parking lot be completed. Mr. Gruen added that Councilman Farley has requested that additional parking be developed on the land purchased from Iuka Bank. Director Pruden indicated the public works department is ready to do the gas line relocation immediately; all he is waiting for is direction from the City Manager. Mr. Pruden indicated the project is on “go”, and will only take about a day. ***Motion was made by Councilman Farley and seconded by Councilman Hudspeth to solicit TIF projects totaling \$45,000 for up to three projects. Roll call vote: AYES: Councilman Hudspeth, Councilman Farley, Councilman Morton, Councilwoman Morgan, Mayor Barbee. NAYS: None. Motion carried.*** Councilwoman Morgan indicated she supports this project as long as the parking lot behind City Hall only loses one space.

10. Approval of Bills Payable

Following discussion, ***motion was made by Councilwoman Morgan and seconded by Councilman Farley to approve the Bills Payable for the period of 1/15/2018 through 2/16/2018 as presented. Roll call vote: AYES: Councilman Farley, Councilman Morton, Councilwoman Morgan, Councilman Hudspeth, Mayor Barbee. NAYS: None. Motion carried.***

11. Approval for Retaining Architect and Seeking Bids for City Hall Lobby Improvements

City Manager Gruen indicated that with the recent flood in the lobby at City Hall, he would like to move forward on renovation of the lobby area to make it more secure. Mr. Gruen indicated he wants to retain Ben Poihier of Round Table Design at a cost of \$3,200.00 to provide drawings and bid documents, with an estimated cost for the renovation of \$20,000. Councilwoman Morgan indicated that now is the time to do it, while the lobby is in disarray. Consensus was to move forward.

VI. CITY MANAGER REPORT

Lobby Flood - City Manager Gruen indicated he received a call at 4:10 am from the Police Department that there was water leaking into the lobby of City Hall from a broken water line from the boiler. Mr. Gruen indicated he called ServePro and they removed the carpet and part of the subfloor and installed fans and de-humidifiers in the lobby and basement. The quote from ServePro is \$5,900. Mr. Gruen added that the ladies did a great job of boxing and moving materials and the public works guys moved the lobby furniture to storage. The City’s deductible is \$10,000, and an adjustor will be out tomorrow.

Bryan Statue – Mr. Gruen reported that the Bryan statue cleaning is a couple of years in the making. Chamber Director Leonard Ferguson and the Daffy Dill Garden Club have requested that the statue be cleaned, and as we heard tonight, the Historical Commission has requested that it not be cleaned. Wilson and Wilson Monument Company has indicated they can take the statue down and clean it for \$16,000.00.

Budgets – Budgets are in from all departments. The draft budget will be available for Council review in late March or early April.

Litter – The City has been getting complaints regarding litter on US Rt. 50 and Mills Cart Road, across from and behind Walmart. The Police Department has talked to the probation department about a work crew, and this is scheduled for the near future.

VII. CITY ATTORNEY REPORT – No report.

VIII. FINANCE DIRECTOR REPORT – No report.

IX. CITY COUNCIL REPORT – No report.

X. EXECUTIVE SESSION

Motion was made by Councilman Hudspeth and seconded by Councilman Farley to enter into executive session at 7:40 pm for the purpose of discussing litigation. Roll call vote: AYES: Councilman Morton, Councilwoman Morgan, Councilman Hudspeth, Councilman Farley, Mayor Barbee. NAYS: None. Motion carried.

Return to Open session at 7:50 pm.

XI. CITY COUNCIL ACTION

12. Approval of Sale of Real Estate At Armory Subdivision

No action taken, as the offer was accepted during Agenda Item V. 5.

XII. ADJOURNMENT

As there was no further business to discuss, ***motion was made by Councilman Hudspeth and seconded by Councilwoman Morgan to adjourn the meeting at 7:50 pm. Roll call vote: AYES: Councilman Morton, Councilwoman Morgan, Councilman Hudspeth, Councilman Farley, Mayor Barbee. NAYS: None. Motion carried.***

Bev Quinn, CMC
City Clerk