

**AGENDA  
CITY OF SALEM  
REGULAR CITY COUNCIL MEETING  
December 18, 2017 – 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 – December 4, 2017 Regular Meeting and December 12, 2017 Special Meeting
  - 2. Discussion on Placement of New “First Responder Memorial” Monument in Cemetery
  - 3. Update on RLF Spend-Down Projects
  - 4. Discussion on Surplus of the Brown Shoe Property
  - 5. Review of Three-Year Audit Service Proposals
  - 6. Discussion on Development of Mountain Bike Trails Near Nature Trail
  - 7. Approval of Bills Payable
  
- VI. City Manager Report**
- VII. City Attorney Report**
- VIII. Finance Director Report**
- IX. City Council Report**
- X. Adjournment**

**Bill Gruen**  
**City Manager**

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**MINUTES  
CITY OF SALEM  
CITY COUNCIL MEETING  
DECEMBER 18, 2017 – 6:00 PM**

- I. CALL TO ORDER**

The regular December 18, 2017 meeting of the City Council was convened at 6:00 p.m. and called to order by Mayor Rex Barbee.

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

Councilman Craig Morton arrived at 6:04 pm.

**Council members absent:**  
None.

**Others present:**

City Manager Bill Gruen	City Attorney Mike Jones
City Clerk Bev Quinn	Chief of Police Sean Reynolds
Public Works Director John Pruden	Asst. Public Works Director Annette Brushwitz
Finance Director Keli Barrow	Economic Development Dir. Jeanne Gustafson
Brad Dickneite	Mark Decker, Historical Commission
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**

Historical Commission Chairman Mark Decker indicated he will be meeting with members of the DAR organization when he leaves City Hall to discuss a matching grant for repairs to the Bryan Home. Mr. Decker indicated he was approached by a member of the DAR asking if the Historical Commission was planning on making repairs to the Bryan Home, and indicated their organization does a 50% matching grant for historical projects.

Mr. Decker indicated that during the last fiscal year, the City did what he considers “Phase 1” repairs, which included repairing the roof and removing mold that had formed in the building. “Phase 2” would include replacing some electrical wiring, painting, and window dressings that would reduce damage to the artifacts caused by ultraviolet light. Mr. Decker indicated the expenses are expected to cost \$10,000. Since \$5,000 is budgeted for FY18, he proposes applying for a matching grant from the

DAR to accomplish Phase 2. Phase 3 will involve additional work upstairs and more painting, and he hopes to involve volunteer organizations such as the Kiwanis, Lions, Elks or Oddfellows.

Mayor Barbee and City Manager Gruen thanked Mr. Decker for his efforts.

IV. **MAYOR'S REPORT AND PRESENTATIONS**

Mayor Barbee commended the committee who put together this year's City Christmas Party, and indicated it seemed to be a success. Mayor Barbee added that he has already heard comments from people who didn't participate in the "Ugly Sweater" contest this year who want to participate next year.

V. **CITY COUNCIL ACTION**

1. **Consent Agenda**

- a. Approval of Minutes – December 4, 2017 Regular Meeting and December 12, 2017 Special Meeting

***Motion was made by Councilman Hudspeth and seconded by Councilwoman Morgan to approve the minutes as presented. Roll call vote: AYES: Councilman Farley, Councilman Morton, Councilwoman Morgan, Councilman Hudspeth, Mayor Barbee. NAYS: None. Motion carried.***

2. **Discussion on Placement of New "First Responder Memorial" Monument in Cemetery**

Leon Chapman indicated he would like to install a simple memorial for first-responders who have lost their lives while on duty. Mr. Chapman indicated he would like to see the memorial be a 2' x 5' granite memorial with the City Police, County Sheriff's Department and Fire Department's insignias on both sides of the stone. The memorials would then list the names and photos of the first-responders being honored. The first name he would like to see on the stone is Adam Conrad. Discussion ensued regarding placement in the same section of the cemetery that contains the Veteran's Memorial. There were concerns voiced regarding placement near the Veteran's memorial, as it may detract from the original memorial. City Manager Gruen suggested placement in the section of cemetery to the east of the Eagle. Mr. Chapman indicated he would not want to put it there, as he does not think people would see it. Mr. Chapman added that this is his idea, and he is willing to cover the cost, but he believes the Elks may provide financial assistance. Mayor Barbee asked if Mr. Chapman could provide a draft drawing of what he has in mind. Mr. Chapman indicated the memorial would be granite, with the three emblems on both sides, and a color photo of the person being honored. Mr. Chapman will work with Bill Hawley at Wilson and Wilson Monument Company and come up with a design to bring back to Council.

3. **Update on RLF Spend-Down Projects**

Economic Development Director Jeanne Gustafson indicated she has been working on Agency Packet Submissions to the IEPA, DNR (ECO Cat) Historic Preservation, Department of Ag, and the Native American Tribal Chiefs (TDAT Tribal Directory Assessment Tool). All but 66 Illinois Communities are exempt from having to prepare these packets. Those that are exempt were told to spend the money however they wanted to, all based on a HUD agreement from many years ago. After response letters are received from all these organizations, a notice must be posted providing for public comments for 18 days before we can request a letter of release from DCEO.

- 1) **Denny's:** Approvals are released for closing.
- 2) **Selmaville Theater Project:** Agency approvals and one Native American tribe response with approval, unless Native American remains are found. The project is posted for community feedback and we are waiting to see if DCEO approves. Director Gustafson indicated the City is still working on other challenges on the project, unrelated to RLF funds.
- 3) **Downtown Theater:** Director Gustafson indicated she is waiting on one agency letter, prior to posting for comments. The individual responsible for providing the response has left the agency and that function is no longer handled in the office the letter was sent to. Delays will have an impact on completion.
- 4) **Salem Community Activities Center:** Director Gustafson indicated she has filed for an Exclusion of Requirements because the project does not create "extra capacity" (square footage or change land use).

Director Gustafson indicated there is inequity with 70 communities getting full releases and use of funds based upon the Housing and Community Development Act of 1974, which ultimately

puts substantial additional burdens on communities based upon whether funds were held prior or post 1982.

Of the 66 communities that remained subject to these TITLE 1 Regulations, 56 communities were deemed inactive by HUD because they were not using the program. Dir. Gustafson suggested this is because 3% interest was more attractive when interest rates were up over 17% in the early 80s.

Director Gustafson indicated she feels frustrated because companies that pay their employees a better wage are excluded because they miss the low-mod wage stipulation.

In summary, Director Gustafson indicated the City should “hold tight and see what happens”.

Councilman Farley raised the theoretically question that if the State were to approve a project before the end of the year, could the City do it? Councilman Morton asked if we would we hold a special meeting. City Manager Gruen, Councilwoman Morgan and Councilman Farley all responded that they don’t think the State will do anything on these projects before January 1<sup>st</sup>.

**4. Discussion on Surplus of the Brown Shoe Company**

City Manager Gruen indicated he had provided a copy of the notice declaring the armory property as surplus, and asked Council how they would like to see the Brown Shoe property developed. There was discussion on utilizing the property for residential, for development of a park and for business development, with consensus being to leave the RFP open for whatever type of development a bidder wants to propose. City Manager Gruen indicated he would bring a sample notice back at the January 2<sup>nd</sup> meeting.

**5. Review of Three-Year Audit Service Proposals**

City Manager Gruen indicated an RFP for auditing services was emailed out on November 9, 2017 and posted on the City’s website. The deadline for submission was December 4, 2017. By December 4<sup>th</sup>, he had proposals from:

- 1. Sheffel Boyle, CPAs
- 2. Fick, Eggemeyer, Williamson, CPAs
- 3. Clifton Larson Allen LLP
- 4. Kehbiel & Associates, LLC

On December 8<sup>th</sup>, he received an email from Doug Ess with Glass and Shuffett stating that he had just seen the email about the RFP for auditing services. I sent the email to the admin email, instead of to his personal email and he said that he did not check that email address very often. His proposal was submitted on December 12, 2017.

The following chart is a list of all the proposals received from all five accounting firms for auditing Services for FY2018, FY2019 and FY2020:

Accounting Firm	FY 2018	FY 2019	FY 2020
Scheffel Boyle, CPA’s	\$30,600	\$31,400	\$32,000
Fick, Eggemeyer, Williamson CPA’s	\$25,000	\$26,000	\$27,000
Clifton Larson Allen LLP	\$39,000	\$39,000	\$39,000
Krehbiel & Associates, LLC	\$44,500	\$46,000	\$47,500
Glass and Schuffett	\$30,000	\$31,000	\$32,000

Mr. Gruen indicated interviews have been scheduled with Scheffel Boyle, CPAs and Fick, Eggemeyer, Williamson CPAs. It is not necessary to interview Glass and Shuffett, as they have provided auditing services for the City several years.

## 6. Discussion on Development of Mountain Bike Trails Near Nature Trail

Brad Dickneite of BNC Bicycle and Fitness addressed City Council regarding development of multi-purpose trail in Bryan Park near the nature trail. Mr. Dickneite said he has been involved in trails in three national forests, two state parks, is a member of the International Mountain Biker Association, developed the trail in Mt. Vernon and has been involved in mountain biking for 25 years.

Mr. Dickneite indicated Illinois Land Use and ADA accessibility requirements would not apply, since the trail is not connected to a city-wide trail.

Mr. Dickneite indicated the trail developed in Mt. Vernon is a real community trail. Volunteers from the Boy Scouts, Girl Scouts, and various organizations volunteered on development of the trail. The labor involved included cleaning up the area, blowing the leaves off of the path, and scraping the trail so that water runs off of it. The pounding from bikers and hikers also helps smooth the trail. Dickneite added that when people think of mountain bikers, they think of riding as being fast and dangerous, but that is not necessarily the case. A trail allows them to ride consistently. Mayor Barbee asked if there are conflicts between bikers and walkers on a multi-use trail. Mr. Dickneite indicated bikers generally defer to pedestrians, but the City can set rules, if it so desires. Mr. Dickneite indicated he recommends development of a single track, as the wider it gets, the harder it is to maintain.

Councilman Hudspeth asked how long a trail needs to be for competitions. Mr. Dickneite in Mt. Vernon they have a quarter-mile of land containing five miles of trail. The City of Salem has 1.6 miles of land. Mr. Dickneite added that developing Salem's trail will be easier than Mt. Vernon's, because the area is clean. Dickneite added that he would be happy to GPS pin it. The park terrain is good – flat, but with some rolling hills. A trail provides security and adjacent home values have increased when they have access to a trail.

Councilwoman Morgan asked if we will be lighting the trail. City Manager Gruen responded that municipalities enjoy tort immunity if they don't do improvements.

Mr. Dickneite indicated that once the trail is built, it will need to be mapped properly. The entire trail in Mt. Vernon was done by volunteers, and the boy scouts helped mark the trail. An Eagle Scout did his Eagle Scout project by building a kiosk at the trail.

City Manager Gruen asked what tools are used. Mr. Dickneite indicated a McCloud Ground Scraper and a Dingo (motorized cutter). Councilman Farley asked if this is something the City crews would work on. Mr. Gruen indicated he supports gathering up volunteers to do the manual work. Councilman Morton indicated he'll buy the pizza. Mayor Barbee indicated he thinks we could get the Boy Scouts involved. Councilman Hudspeth added that he thinks it would be good for the community. Mayor Barbee indicated he would like to see this proceed. Discussion ensued regarding offering iPad hours to high school volunteers and utilizing community service workers and drug court participants. City Manager Gruen indicated it would be good to start by finding what volunteers may be available. Mr. Dickneite added that the men who built Mt. Vernon's trail have offered to help with Salem's.

## 7. Approval of Bills Payable

Following discussion, ***motion was made by Councilman Hudspeth and seconded by Councilman Farley to approve the bills payable of 11/20/2017 to 12/15/2017, as presented. Roll call vote: AYES: Councilman Morton, Councilwoman Morgan, Councilman Hudspeth, Councilman Farley, Mayor Barbee. NAYS: None. Motion carried.***

## VI. CITY MANAGER REPORT

City Manager Gruen indicated he had thought we'd be closed on the Denny's real estate by now, but he's confident it will be closed on this week. Gruen also reminded everyone that the next City Council meeting will be held on Tuesday, January 2<sup>nd</sup>, due to the New Year's holiday.

## VII. CITY ATTORNEY REPORT

Merry Christmas!

VIII. FINANCE DIRECTOR REPORT

No report.

IX. CITY COUNCIL REPORT

Merry Christmas!

XI. ADJOURNMENT

As there was no further business to discuss, ***motion was made by Councilman Hudspeth and seconded by Councilman Farley to adjourn the meeting at 7:22 p.m. Roll call vote: AYES: Councilman Morton, Councilman Hudspeth, Councilman Farley, Councilwoman Morgan, Mayor Barbee. NAYS: None. Motion carried.***

Bev Quinn, CMC  
City Clerk

Minutes approved: \_\_\_\_\_