

AGENDA
CITY OF SALEM
REGULAR CITY COUNCIL MEETING
SEPTEMBER 5, 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 –August 21, 2017 Regular Meeting
 - 2. Request for Work Approval within South ROW of Mitchell St., West of West Gate
 - 3. Review of Proposals for Development of the Former Armory Site
 - 4. Review of Estimates for City Hall Improvements, Plans for Financing
 - 5. Approval of Sale of +/- ¼ Acre Additional Land to Salem Cottages
 - 6. Approval of Amendments to Purchase Agreement with WKS for Denny's Project
- VI. City Manager Report
- VII. City Attorney Report
- VIII. Finance Director Report
- XI. City Council Report
- XII. Adjournment

Bill Gruen
City Manager

MINUTES
CITY OF SALEM
REGULAR CITY COUNCIL MEETING
SEPTEMBER 5, 2017

I. **CALL TO ORDER**

The regular City Council meeting of September 5, 2017 was called to order by Mayor Rex Barbee at 6:00 pm.

Council members present:

Councilman Tim Hudspeth
Councilman Nic Farley
Councilman Craig Morton (*arrived at 6:04 pm*)
Councilwoman Sue Morgan
Mayor Rex Barbee

Council members absent: None.

Others present:

City Manager Bill Gruen	City Clerk Bev Quinn
Finance Director Keli Barrow	Chief of Police Sean Reynolds
Deputy Chief of Police Susan Miller	Economic Development Director Jeanne Gustafson
Public Works Director John Pruden	City Attorney Mike Jones
Asst. Public Works Dir. Annette Brushwitz	Ben Poirior, Round Table Design
Members of the Public and Media	

II. **PRAYER AND PLEDGE OF ALLEGIANCE**

Opening prayer was given by Councilwoman Morgan, followed by the Pledge of Allegiance.

III. **PRESENTATION OF PETITIONS/PUBLIC COMMENTS** - None.

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

Mayor Barbee expressed his appreciation to the Public Works Department for putting up the flags at Sweney Corner. Mayor Barbee indicated there is a cross country meet taking place in the park, a volleyball tournament going on at the high school, and this weekend the Antique Power days will be going on, bringing a lot of visitors to our area. Mayor Barbee encouraged citizens to participate and support these events.

V. **COUNCIL ACTION**

1. Consent Agenda

- a. **Approval of Minutes – 8/21/2017 Regular Meeting**
Motion was made by Councilman Hudspeth and seconded by Councilwoman Morton to approve the consent agenda with a minor name correction. Roll call vote: AYES: Councilman Farley, Councilwoman Morgan, Councilman Hudspeth, Mayor Barbee. NAYS: None. Motion carried.

Councilman Morton arrived at 6:04 pm.

2. Request for Work Approval within South ROW of Mitchell St., west of Westgate

John Clark of County Materials indicated their company manufactures long span bridge girders, most of which are taken to Missouri, from St. Louis to Joplin. In the past, they went down Westgate Avenue to the signal at McDonalds, traffic was stopped, and they made a left turn onto the highway. County Material has revised its route to go through Effingham, and they have been accessing Mitchell St. from Dayton Freight and turning right onto the highway at the new Holiday Inn Express. The corner there is tighter than they expected, and the would like to undercut six inches of material 400 ft. from the eastern most approach, and replace it with stone. This work would all be done on City right-of-way.

Mayor Barbee asked if County Materials would be providing the materials. Mr. Clark responded that they would be providing both the personnel and the materials. City Manager Gruen asked Mr. Clark what County Materials would do if there is some development in this area. Mr. Clark responded that they would deal with that when it happens. Mayor Barbee indicated it is commendable that County Materials wants to take care of this issue itself, and the City wants to see County Materials continue to grow and thrive. Councilman Hudspeth asked if there is a fire hydrant in the vicinity of the proposed work. Mr. Clark responded that there is, but it will not be affected. **Motion was made by Councilman Farley and seconded by Councilwoman Morgan to allow County Materials to remove six inches of grade and replace it with stone in the south ROW of Mitchell St., west of Westgate Avenue. Roll call vote: AYES: Councilman Morgan, Councilwoman Morgan, Councilman Hudspeth, Councilman Farley, Mayor Barbee. NAYS: None. Motion carried.**

3, Review Proposals for Development of the Former Armory Site

City Manager Gruen indicated no proposals were received, but he was contacted by a developer who is still interested. There will be more discussion regarding this.

4. Review of Estimates for City Hall Improvements, Plans for Financing

Ben Poirier of Round Table Design went through the proposed renovations, as shown below:

RENOVATIONS TO
SALEM CITY HALL
ESTIMATED CONSTRUCTION COSTS

2 AUGUST 2017

ITEM #1A
BOILER REPLACEMENT

Remove existing

boiler, incinerator, circulating pumps,
supply and return water piping connections,
controls, gas service, electrical connections.

Install new

(2) two high efficiency boilers;
PVC combustion air and exhaust piping up through a new chase;
circulating pumps,
boiler controls, thermostats, electrical connections,
modify and reconnect gas service,
reconnect and **insulate** existing supply and return water piping.

Existing radiators, fan coils, and supply/return piping are to be reused.

Estimated Costs: \$59,000.00

ITEM #1B

**OPTIONAL NEW FORCED AIR HEATING AND COOLING SYSTEM
SERVING THE LOBBY AREA, FINANCE, PUBLIC WORKS
(TO REPLACE BOILER SYSTEM)**

Existing to be abandoned in place.

boiler, incinerator, circulating pumps,
fan coils and radiators,
controls, gas service, supply and return water piping, and electrical con

Remove existing

cooling only unit located in the Mezzanine adjacent the Finance Office
roof mounted outdoor condensing unit.

Install new

5 ton **cooling** and 90,000 BTU **heating** forced air unit in the Mezzanine
roof mounted outdoor unit
PVC combustion air and exhaust piping up through a new chase,
minor ductwork and damper modifications,
thermostats, gas service, and electrical connections.

Install new

60,000 BTU forced air **heating** unit in basement
to serve the north and east glass walls,
ductwork, floor registers,
PVC combustion air and exhaust piping up through a new chase,
thermostats, gas service, and electrical connections.

Install new

baseboard electric heating in the City Council room.
baseboard electric heating in the Finance Office.
baseboard electric heating in the Public Works Office.

Or optionally

Small package boiler heating in the City Council room.
Small package boiler heating in the Finance Office.
Small package boiler heating in the Public Works Office.

Estimated Costs: \$64,000.00

ITEM #2

**PUBLIC WORKS OFFICE AIR CONDITIONING SYSTEM
(not required if Item 1B is accepted)**

Install new

Mini split system air conditioner,
wall mounted indoor unit,
roof mounted remote condensing unit,
refrigerant line sets,
condensation pump/piping,
electrical service.

Estimated costs: \$14,000.00

ITEM #3

EXTERIOR LIMESTONE CLEANING

Chemically clean first level columns, second and third level limestone surfaces.
Perform minor joint tuckpointing. Apply protective sealant to stone surfaces
Replace sealant joints at windows.
Pedestrian/traffic safety barricades and protection measures.

**Estimated costs; \$34,000 (Clean, seal)
\$20,000 (Joint sealant)
Tuckpointing not included**

ITEM #4

EXTERIOR WOOD PANEL AND TRIM REPLACEMENT

Remove existing

wood panels, trim, and moldings, approximately 700 s.f..
sealant, caulk, and paint.

Install new

weather resistant aluminum faced panels,
composite decorative trim and moldings.
new sealant joints.
pedestrian/traffic safety barricades and protection measures.

Estimated cost range: \$13,000.00

ITEM #5

LOBBY SECURITY PARTITIONING AND CASEWORK

Construct a new public service counter and partitioning in the Lobby
to control access into the remainder of the building.

Estimated costs; \$500/l.f. Casework

\$100/s.f. Bullet resistant glazing

\$1,200/ea. HM security doors

ITEM #6

CARPETING

Remove existing

Carpet, approximately 380 s.y. and base
allowance included for moving furniture.

Install new

carpet tiles, @ \$45/s.y.
base and trim

Estimated cost range; \$37,000.00

ITEM #7

WALLPAPER

Remove existing

wallpaper throughout the building, approximately 2,800 s.f.
allowance included for moving furniture.

Repair

existing wall surface substrate.
allowance of \$1,000 is included for plaster testing (asbestos)
allowance of \$5,000 for patching of existing walls.

Install new

Vinyl wallpaper, @ \$3.25/s.f..

Estimated costs; \$19,000.00

FOOTNOTES.

1. The above figures are estimates based on previous project experiences, site visits, and consultation with suppliers and contractors.
No detailed engineering design has been performed.
2. Estimates are based utilizing materials of “better quality” (carpet, wallpaper, etc.)
Actual material selections will affect actual costs.
3. Estimates are based utilizing prevailing wage labor costs.
4. Estimates do not include engineering or architectural design, bidding, contract administration, etc. fees.
For budget add 10%.
5. Estimates do not include asbestos removal or remediation, if necessary based on testing results. Asbestos can be found in old plaster finishes, floor covering and adhesives, insulation, and boiler components.

During Mr. Poirier’s presentation, there was discussion regarding the various items, as follows:

Items 1A and 1B – Mr. Poirier indicated he is not a fan of boilers, and Item 1B proposes to replace the existing boiler and abandon it in place. Boilers are pretty efficient, but they do not filter or condition the air. Additionally, replacing the existing boiler system with a new forced air heating and cooling system would eliminate the need for Item 2, Public Works Air Conditioning System.

Mr. Poirier indicated the wood on the façade is looking pretty shabby. City Manager Gruen asked if there is anything from an operational perspective that cleaning the limestone would provide. Gruen added that if we are only concerned about the appearance of the limestone, it may not be a necessary improvement. Mr. Poirier indicated that the stone is functionally alright, but cleaning would be an improvement. Mr. Poirier added that power washing limestone does more damage than good. The cleaning would need to be by hand and would require pedestrian/traffic safety barricades and protective measures.

City Manager Gruen mentioned that the carpet and wallpaper are looking shabby, but they don’t hinder work.

Councilman Morton indicated the Police Department looks like it could use some work, and asked if the projects could be combined. City Manager Gruen indicated the Police Department is applying for a CDAP grant that may take care of some of the PD’s issues.

City Manager Gruen indicated he and Finance Director Barrow have been looking at financing options, and from discussion, he feels the highest priority City Hall renovations are: Boiler replacement; Public Works AC; and façade trim. Councilman Farley questioned replacing the façade trim prior to doing the cleaning. Mayor Barbee suggested just getting a proposal for cleaning the bottom half of the building. Councilman Hudspeth added that he feels changing the layout of the lobby for security purposes is also very justifiable. Mayor Barbee asked if the \$245,000 total includes Option 1B. Mr. Poirier responded that it does, so the difference with choosing Item 1B over 1A would actually be less than 1A, as Item 2 would be eliminated. Councilwoman Morgan added that much as she feels the façade needs repaired, she would rather see the lobby security improved over the façade improvements.

5. Approval of Sale of +/- ¼ Acre Additional Land to Salem Cottages

City Manager Gruen indicated Michael Greer, owner of The Cottages, has expressed a desire to move an onsite retention basin further away from his building. Upon examination of his request, Mr. Gruen suggested Mr. Greer purchase approximately one-fourth (1/4) acre of additional land. The added benefit would be that his driveway and waterlines would then be on the property belonging to the project. Mr. Gruen added that he felt the City would sell this quarter acre for a nominal fee, because much of the land is low and unusable for anything but this project. Mr. Gruen indicated he recommends approval of sale of the land at a nominal fee.

City Attorney Mike Jones asked if the property has been surveyed. Upon being advised that it has not, Mr. Jones recommended selling the land to Mr. Greer for the cost of the survey. ***Motion was made***

by Councilman Farley and seconded by Councilman Hudspeth to sell +/- ¼ acre of land adjacent to “The Cottages” property in the Industrial Park to Mike Greer of “The Cottages”, for the cost of the survey and other legal expenses. Roll call vote: AYES: Councilwoman Morgan, Councilman Hudspeth, Councilman Farley, Councilman Morton, Mayor Barbee. NAYS: None. Motion carried.

6. Approval of Amendment to Purchase Agreement

City Manager Gruen indicated he has received correspondence from WKS seeking an amendment to the March 20, 2017 agreement selling land at Kinney Boulevard for a Denny’s restaurant and a Phase II project.

Economic Development Director Jeanne Gustafson presented the following points involved:

Memo to: Bill Gruen

Memo from: Jeanne Gustafson (John Pruden & Bev Quinn input)

Re: WKS Development Agreement Considerations

Date: August 30, 2017

- **Water:** Water is currently located on the northern boundary of the property and served by a 10 inch acp line. In addition, there is an 8 inch pvc line east of Kinney Boulevard that runs in a north/south direction of the property.

Recommendation for extension: The site can be serviced either from the 10 inch or 8 inch line.

- **Sewer:** Sewer is currently located on the east side of the property with the ability for WKS to tie into the manhole knowing the existing line is sufficient to provide service to business at both lot one and two..

Recommendation for extension: Tie into existing manhole on east location of the property

- **Natural Gas:** Gas currently runs north/south on the east side of the property.

Recommendation for extension:

Estimated Cost: \$900 to tap the line and will run the meter within 3 feet of the structure on lot one

- **Electric:** Served by Ameren with service on the East side of Kinney Boulevard. Will require a bore under the road. Contact for Ameren is Brent Bartley in Mt. Vernon.

- **Telecommunication:** Wabash and/or AT&T. AT&T may have service on the north side of the property.

Wabash – 548-0455 Jimmy looked at the project and indicated that if a one year contract is signed – there is no cost for connecting to fiber. If no contract is signed it is a \$150 installation fee. \$56 per month for 30 mg and first month payment required up front.

- **Storm Water:** Roundtable designing detention and coordinating with MPH for connection to their system and agreement terms
Two separate on-site retention areas on south end of each lot – local ordinance requires it to be on private property

- **Extraordinary Costs** – WKS has requested assistance to cover the costs of extraordinary expenses which would not exceed \$75,000.

Public Access Road

Buyer’s Engineer creates plan – approved by the City

Buyer constructs entire access road

Upon completion Seller reimburses Buyer \$140,000

North/South Entrance remain public access

Concrete is city preference

- **Easements:**

City Vacates diagonal gas line easement through property

WKS grants city easement for existing gas regulator station

WKS grants city 10’ wide easement on south boundary of property to service utilities and to be able to extend gas to lot 2 as part of that development

WKS and City consider 10’ wide utility easement on the northern property boundary should electric service need to be extended for lot 2 development

➤ **Revolving Loan Fund**

- South Central Regional Planning Commission has mailed early communication letters to required agencies for sign off agreement
- Confirm Job Creation and Retention with WKS – currently allowed
- \$15,000 per job but anticipating new regulations which could allow for greater variance/flexibility in use of the fund.
- The City would help with infrastructure in exchange for fencing and street construction
- Stimulates prevailing wage
- WKS will complete income survey documentation

➤ **Subdivision Map**

Roundtable is drawing up the new subdivision map which will have to go to council for approval

WKS will take responsibility for development of what might have been street

Bev – Code – chapter 19 Minor Subdivision

➤ **Parking Variance**

- Bev – Sec. 23-402 from Zoning Code = 1 space per 4 seats or 1 space per 50 square feet of floor area, whichever is greater
- Variance Request = \$100 (unless the City waives it)
- Zoning Board will “consider” the application - Requires at least 20 days prior to zoning board to meet publication requirements

➤ **Signage**

We would like to place a “Coming Soon” billboard for Denny’s pending WKS and City Council feeling comfortable we are sufficiently close to a deal – Birch graphics cost \$550

➤ **Business District**

- Approval of a business district agreement
- Notification to the State of Illinois of new tax location

➤ **IDOT chain link fence on North Side of Property**

- WKS would prefer removal (IDOT has indicated required)
- WKS would like input on recommended action for improvements.
- City will look at covering additional infrastructure costs (over the \$140,000 for the street) in an amount equal to cost of fence replacement. This would be subject to approval of use of RLF dollars

Director Gustafson added that she would also like to see a walking path between the two businesses. Although WKS would like the IDOT fence removed altogether, IDOT is adamant that they don’t want a break in the divider. Director Gustafson indicated there is a mandatory meeting in Springfield this week regarding RLF funds, which may affect how they are spent.

Councilman Hudspeth indicated the variance in the number of parking spaces seems to be one that comes up frequently. City Manager Gruen directed Ms. Quinn to find out what neighboring communities require.

Dir. Gustafson added that there will be a new “Coming Soon” sign go up in the near future, and the cost to the City will be \$550.00.

Director Gustafson indicated the fence will be on IDOT property and will belong to IDOT. WKS, however, would like to have some input on the type of fence that is installed. Councilwoman Morgan indicated the committee she is working with wants to put something gorgeous up, and they have already received proposals. Councilwoman Morgan added that they do not want the fence replacement to be delayed. Councilman Hudspeth suggested Councilwoman Morgan show WKS what has been selected, and hope they like it. Councilwoman Morgan added that IDOT has very strict regulations that must be met.

City Manager Gruen indicated one of the big items for discussion is the street request. Mr. Brent Taylor of Rhutasel and Associates has estimated that the road development will cost approximately \$130,000. WKS

has estimated this to cost \$140,000. WKS is asking that the City pay for the public street. Councilman Hudspeth added that we would have to pay for the public street anyway. There was discussion of removing the “buy back” provision for the second parcel, but City Manager Gruen asked that it be left in for the time being. ***Motion was made by Councilman Hudspeth and seconded by Councilman Farley to approve the requests made in the August 17th letter from WKS, in concept, and to spend up to \$140,000 in road development. Roll call vote: AYES: Councilman Hudspeth, Councilman Farley, Councilman Morton, Councilwoman Morgan, Mayor Barbee. NAYS: None. Motion carried.***

VI. CITY MANAGER’S REPORT

City Manager Gruen indicated several parties had expressed interest in the armory property, and he received an email from one of the parties indicating that there are some issues that are causing him to choose not to submit at this time. Gruen added that once the deadline for proposals has passed, he will better be able to discuss the issues raised with potential developers. Councilman Farley indicated this could be an opportunity to partner with the schools for their trades classes to build homes on the site. Councilman Morton asked how big the issue referenced in today’s email is. Mr. Gruen responded that it is not insurmountable, but he did not want to discuss possible remedies during the proposal period. City Manager Gruen added that we have received a request from the adjacent property owner regarding a triangular section of the armory property that he would like to have given to him. Councilman Morton added that the former armory property on Pearl should probably be vacated and given to the adjacent property owners, as well.

VII. CITY ATTORNEY REPORT – None.

VIII. FINANCE DIRECTOR REPORT - None.

XI. CITY COUNCIL REPORT

Councilman Farley offered kudos to Economic Development Director Jeanne Gustafson for her assistance with two SCIGA events that involved discussion of the skills gaps our manufacturers are experiencing. Attendees included representatives from the high schools, college, and manufacturers. Councilman Farley added that they were very happy with the turnout.

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 7:08 pm. Roll call vote: AYES: Councilman Morton, Councilwoman Morgan, Councilman Hudspeth, Councilman Farley, Mayor Barbee. NAYS: None. Motion carried.***

Bev Quinn, CMC

City Clerk

Minutes approved: _____