

AGENDA  
CITY OF SALEM  
REGULAR CITY COUNCIL MEETING  
OCTOBER 1, 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.    City Council Minutes - 09/17/18
  - 2.    Presentation of Life Saving Award by Police Chief to 911 Communications Officer, MikeAnderson
  - 3.    Presentation of FY18 Audit by Fick Eggemeyer Williamson (FEW)
  - 4.    Approval of Release of Revolving Loan Fund (RLF) Dollars to DCEO
  - 5.    Discussion on Delmar and Westgate Speed Limits
  - 6.    Approval of Surplus of Additional Item of City Property for Auction
  - 7.    First Reading – Property Levy for 2019 Collections
  - 8.    Review of Submitted RLF Spend Down Project Apps
  
- 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 on City-Owned Real Estate
  
- XI.     **Adjournment**  
  
Bill Gruen  
City  
Manager

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MINUTES  
CITY OF SALEM  
CITY COUNCIL MEETING  
OCTOBER 1, 2018 – 6:00 PM

- I.      **CALL TO ORDER**

The regular October 1, 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 Jim Koehler  
Councilman Nicolas Farley  
Councilman Craig Morton (*arrived shortly after call to order*)  
Councilwoman Sue Morgan  
Mayor Rex Barbee

**Council member absent:** None.

**Others present:**

City Attorney Mike Jones	City Clerk Bev Quinn
City Manager Bill Gruen	Finance Director Keli Barrow
Chief of Police Sean Reynolds	Public Works Director John Pruden
Deputy Chief Susan Miller	Code Enforcement Officer Dave Lusch
Economic Development Dir. Jeanne Gustafson	Asst. Public Works Dir. Annette Brushwitz
Shawn Williamson, Fick, Eggemeyer & Williamson	Members of the Media and Public
  
- II.     **PRAYER AND PLEDGE OF ALLEGIANCE**

Opening prayer was given by Councilwoman Sue Morgan, followed by the Pledge of Allegiance to the Flag.
  
- III.    **PRESENTATION OF PETITIONS/PUBLIC COMMENTS** – None.
  
- IV.     **MAYOR’S REPORT AND PRESENTATIONS**

Mayor Barbee expressed appreciation to the Tourism Board and City staff who were instrumental in making the PKC event successful. Mayor Barbee also indicated he explored the new mountain bike trail in Bryan Park and was very impressed.

V. **CITY COUNCIL ACTION**

1. **Consent Agenda**

a. **Approval of Minutes – September 17, 2018**

*Motion was made by Councilman Farley and seconded by Councilwoman Morgan to approve the minutes of September 17, 2018 as presented. Roll call vote: AYES: Councilman Farley, Councilwoman Morgan, Councilman Koehler, Mayor Barbee. NAYS: None. Motion carried.*

*Councilman Morton arrived at 6:03 pm.*

2. **Presentation of Life Saving Award by Police Chief to 911 Communications Officer Mike Anderson**

Chief Reynolds presented Salem Police Telecommunicator Mike Anderson with a “Life Saving Award” in recognition of his role in helping save the lives of five people whose vehicle was swept off of the road during recent flooding. Anderson took the 911 call from one of the passengers and used available tools and his experience to determine their location so that they could be saved.

3. **Presentation of FY18 Audit by Fick Eggemeyer and Williamson**

Shawn Williamson of Fick, Eggemeyer & Williamson presented the FY18 audit. Mr. Williamson indicated they have 42 years of service and currently audit 20 cities and villages in Illinois and Missouri. Mr. Williamson indicated the FY18 audit went well, and provided highlights from various pages. Important to note is that there were no material errors. Some smaller control deficiencies were noted in their September 7, 2018 Management Comment Letter, which have all been addressed by staff. In discussing the asset list, Mr. Williamson indicated the City Council needs to determine a dollar threshold at which time a purchase becomes an asset.

Summary pages 55 and 56 are shown below:

CITY OF SALEM, ILLINOIS COMBINING BALANCE SHEET NONMAJOR CAPITAL PROJECT FUNDS APRIL 30, 2018			
	Tax Increment Financing Funds	Capital Projects Fund	Total
ASSETS			
Cash and cash equivalents	\$ 344,292	\$ 78,646	\$ 422,938
Property taxes receivable	266,614	-	266,614
Notes receivable (net of allowance)	55,004	11,340	66,344
Total assets	\$ 665,910	\$ 89,986	\$ 755,896
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES			
Liabilities			
Accrued interest	\$ 3,610	\$ -	\$ 3,610
Total liabilities	3,610	-	3,610
Deferred inflows of resources			
Deferred revenue	266,612	-	266,612
Total deferred inflows of resources	266,612	-	266,612
Fund balances			
Nonspendable	55,004	11,340	66,344
Restricted	340,684	78,646	419,330
Total fund balances	395,688	89,986	485,674
Total liabilities, deferred inflows of resources, and fund balances	\$ 665,910	\$ 89,986	\$ 755,896

CITY OF SALEM, ILLINOIS  
 COMBINING STATEMENT OF REVENUES,  
 EXPENDITURES, AND CHANGES IN FUND BALANCES  
 NONMAJOR CAPITAL PROJECT FUNDS  
 FOR THE YEAR ENDED APRIL 30, 2018

	Tax Increment Financing Funds	Capital Projects Fund	Total
REVENUES			
Taxes	\$ 246,560	\$ -	\$ 246,560
Grants	-	15,000	15,000
Interest on investments	1,689	-	1,689
Total revenues	248,249	15,000	263,249
EXPENDITURES			
Current			
Contractual services	104,655	45,132	149,787
Economic development	187,597	-	187,597
Total expenditures	292,252	45,132	337,384
Excess (deficiency) of revenues over expenditures	(44,003)	(30,132)	(74,135)
Other financing sources (uses)			
Transfers between funds	(4,500)	(2,348)	(6,848)
Total other financing sources (uses)	(4,500)	(2,348)	(6,848)
Excess (deficiency) of revenues over expenditures and other uses	(48,503)	(32,480)	(80,983)
Fund balances - beginning	444,191	122,466	566,657
Fund balances - ending	\$ 395,688	\$ 89,986	\$ 485,674

Mayor Barbee noted that Fick, Eggemeyer & Williamson looked at some different audit items than our previous auditors did, and it was the right decision to bring in a fresh set of eyes. Councilman Farley concurred, and added that it is important to note that the City Manager and Department Heads have stayed close to the budgeted amounts they are given. Fraley added a “hats off” to all involved, and added that he feels bringing Ms. Barrow in as Finance Director was a good decision.

4. **Approval of Release of Revolving Loan Fund (RLF) Dollars to DCEO**

City Manager Gruen indicated the City is reaching a point in time that it should actually send RLF dollars back to DCEO, in part, so that the NAL project for \$750,000 can move forward. The City Manager requested City Council to authorize release of the RLF dollars to DCEO on the condition that they be returned back to the City for eligible projects approved by the City Council.

City Manager Gruen indicated the fund balance is currently \$937,112.23 and the accounts receivable balance is approximately \$300,000. The businesses in the loan portfolio are: Hair Business, Reaching for the Stars, Salem American Legion Post #128 and The Cottages at Salem Woods. One of the conditions of receiving the housing grant is that the City is required to purchase its loan portfolio. Mr. Gruen indicated he is proposing taking the purchase funds from water and gas funds at 3% interest, which is better than what those funds are currently receiving . All four of the loan portfolio accounts have solid repayment records. ***Motion was made by Councilwoman Morgan and seconded by Councilman Koehler to approve sending the RLF funds to DCEO and purchasing the loan portfolio in the approximate amount of \$300,000 using water and gas funds. Roll call vote: AYES: Councilman Morton, Councilwoman Morgan, Councilman Koehler, Councilman Farley, Mayor Barbee. NAYS: None. Motion carried.***

5. **Discussion on Delmar and Westgate Speed Limits**

City Manager Gruen indicated it has come to staff’s attention that there need to be speed limit signs posted on Westgate and Delmar Avenues. The City’s Code of Ordinances dictates that streets within a “business” district have a limit of 20 mph. Consensus is that a 20 mph speed limit on these streets is too slow, and he is making a recommendation that the speed limits on these two avenues be 25 mph. City Manager Gruen added that City Attorney Mike Jones has indicated there is a way to word an ordinance that would permit specific speeds on certain roadways, and he will prepare an ordinance for the next meeting.

6. **Approval of Surplus of Additional Item of City Property for Auction**

Public Works Director John Pruden is requesting that a 1998 Diesel Motor, 45 kWh with transfer switch, previously used by the Gas Plant, be declared surplus so it can be added to the auction list. ***Motion was made by Councilman Koehler and seconded by Councilman Farley to declare the 1998 Diesel Motor, 45 kWh, be declared surplus and disposed of by auction. Roll call vote: AYES: Councilwoman Morgan, Councilman Koehler, Councilman Farley, Councilman Morton, Mayor Barbee. NAYS: None. Motion carried.***

7. **First Reading – Property Levy for 2019 Collections**

City Manager Gruen indicated it is time to start reviewing the tax levy for collection in 2019. The practice of the prior few years has been that we actually present a levy on three occasions with a **complete** levy being approved at the first meeting in November. Gruen added that if the City Council approves the Building Levy for the Library, he asks that the Building levy portion be approved at the second meeting in October so as to have plenty of time to meet back door referendum requirements set down by State law. City Manager Gruen provided the following numbers for reference:

<u>Tax Purpose</u>	<u>Yr. of Collection</u>	<u>Amount</u>
Full Tax Levy	2018	\$1,195,525
Full Extension	2018	\$1,195,577
Library Building Ext.	2018	\$ 15,643
Full Tax Levy**	2019	\$1,255,236

*\*\*If we remain below 1.04999 increase limit for Truth in Taxation.*

This item will be brought back at the next meeting.

8. **Review of Submitted RLF Spend Down Project Applications**

City Manager Gruen indicated there were three applications received:

- NAL
- Little Egypt Golf Cars
- Keith McNeil (*shopping center*)

Mr. Gruen indicated there will be no discussion regarding these applications at tonight’s meeting. Copies will be distributed to City Council in the next few days. Council will be polled to see who they want to have present their requests at the October 15<sup>th</sup> meeting.

VI. **CITY MANAGER’S REPORT**

**Sidewalks** - City Manager Gruen indicated the photos and list provided by Reverend Paul Albert have been looked at by Public Works Director John Pruden, and Mr. Pruden has made some suggestions and recommendations, below:

Bill:

I have investigated the locations depicted on the attached 30 photos and their locations as described on the back. I offer the following thoughts and request further guidance to a resolve. The numbers listed below coincide with the numbers on the top right corner of each photo.

1. Location on State right-of-way at NW corner of Main & Broadway. City crews patched 09-27-18.
  2. Located at NW corner of College & Main. 1 of 2 photos same location, see #3. Suggest replace one sidewalk panel and area around traffic signal junction box.
  3. Located at NW corner of College & Main. 2 of 2 photos same location, see #2. Suggest replace one sidewalk panel and area around traffic signal junction box.
  4. Could not find at Main & Maple as described. Could be area described in item #1. City crews will patch 09-27-18.
  5. Couldn’t find area on W. Main as depicted in photo.
- 6,7,8. All 3 photos are west side of 300 blk of N. Ohio St., from Pine St. to Cedar St. The south end of the sidewalk has a handicap ramp at Pine St., but the north end at Cedar St. does not. Some of the sidewalk in the block has been replaced by a homeowner and a full block replacement may not be necessary. The City has received complaints from the person that replaced the sidewalk requesting the remainder of the block be replaced, including adding a handicap ramp at the north end at Cedar St. This block has been on the list of proposed projects since 2016. The cost estimate is ±\$54,000.

9. Location on north side of W. Main St. near the St. Theresa Catholic Church Rectory. Could repair by replacing the 2 sidewalk panels having different elevations.
- 10,11. Location is NE corner of Whittaker & Delmar. Appears to have a storm sewer breach and base has settled under curb, sidewalk, and near catch basin. Needs  $\pm$  30 lf of curbing removed and replaced, catch basin patched, and handicap sidewalk ramp replaced. The cost estimate is  $\pm$ \$7500.
12. Location is at NW corner of Indiana St. & Pine St. Most of sidewalk on west side of Indiana St. from Pine St. to Cedar St. is in antiquated condition. Sidewalk could be replaced or removed.
- 13,14,15,16. All photos location are on south side of W. Whittaker St. between 1251 Whittaker and 1321 Whittaker. Found 2 places that suggest replacement of 2 sidewalk panels each.
17. Location is south side of W. Main St. between 1207 W. Main (Long John Silver) and 1307 W. Main (ATV's and More). Could repair by replacing the 2 sidewalk panels having different elevations.
- 18,19,21,22,23. Location is north side of Whittaker from Broadway to College Ave. Photo 20 location is south side of Whittaker between Maple St. and Walnut St. This sidewalk is poor shape and could be removed. The north side of Whittaker from Walnut St. to College St. could be removed or replaced. The cost estimate for replacement is  $\pm$ \$65,000.
24. Location could not be found per photo or description of "Walnut & College".
25. Location was described as Sav-A-Lot store. Found 3 panels of sidewalk at SE corner of Sav-A-Lot building that could be replaced. Believe photo is from same area as photo #27 at west end of Chapman building at 306 W. Main.
26. Location is in front of 300/306 W. Main St. Elevation differential is variable and is de minimis for majority of width of sidewalk. No action required.
27. Location is believed to be same as photo #25. Found a  $\pm$ 3'x10' wide section of sidewalk slope that has been repaired at SW corner of 306 W. Main St. Repair is cracking and section of sidewalk could be replaced.
28. Location as stated is Broadway Ave. & Church St. Checked all four corners at intersection and could not find problems or area depicted in photo.
29. Location is at NW corner of Broadway Ave. & Elm St. Corner of handicap ramp is cracked and appears to be depressed from vehicle traffic. Appears de minimis but could be replaced.
30. Location as described as "Broadway Ave. & Elm St". Could not find area in picture at that location.

Councilman Farley indicated that at the IML Round Table Discussion, some cities indicated they have ground down the sections of sidewalk that have risen. This has served as a very economical fix. Mr. Pruden responded that his department has tried this with very little success, and it actually made the situation worse. City Manager Gruen indicated he and Mr. Pruden have identified two projects that would require contractors, with estimates of \$54,000 and \$7,500. Director Pruden added that they have identified five different locations that may require panel replacements at \$1,000 - \$3,000 per project, if contracted. Public Works employees may be able to repair these with only the cost of the materials.

Councilman Koehler asked if the sidewalks could be cold patched. Mr. Pruden responded that they cannot, as they must meet ADA requirements. Pruden added that sidewalk replacement costs are \$10 - \$12 per square foot and curbing is \$100 - \$120 per foot.

City Manager Gruen indicated he would bring some photos back to a future meeting, and get some guidance as to what projects City Council wants done. Mayor Barbee added that these may not be the only locations to consider, and Mr. Pruden may have additional projects he wants Council to consider. Mayor Barbee added that Council may also want some advice from the Police Department.

**UGM Meeting – October 11, 2018:** City Manager Gruen indicated there will be a meeting with UGM on October 11<sup>th</sup>, during which Ron Ragen will be presenting a second option to the City regarding a long-term hedge (5-7 years) resulting in a 10-15% reduction in the price of purchased gas. Mr. Gruen added that if some City Council members want to attend, let him know. Gruen added that there will be no action taken at the meeting.

**Landscaping – Eagle in East Lawn Cemetery:** City Manager Gruen indicated Councilman Koehler had submitted a proposal for landscaping around the eagle in East Lawn Cemetery, which is estimated to be \$1,300.00. Mr. Koehler added that he hadn't thought about the prevailing wage requirements, and that the cost may be more than the estimate indicates. Discussion ensued regarding using funds from the Veteran's Memorial fund for this work. Public Works Director Pruden indicated the group that passed the funds into the City's hands had designated that it be spent only for maintenance and addition of names to the memorial wall. City Clerk Bev Quinn indicated she would discuss this with Mrs. Fatheree, who was instrumental in making the transfer of funds.

**Bridge:** City Manager Gruen indicated some talented and innovative Public Works employees created a new bridge and railing from the playground area towards the restrooms in Bryan Park. Mr. Pruden added that the employees did the riprap, concrete, used scrapped materials to make the railings, then had the railings powder coated by Americana. Mr. Pruden indicated he is proud of their work.

VII. **CITY ATTORNEY REPORT** – None.

VIII. **FINANCE DIRECTOR REPORT** - None.

IX. **CITY COUNCIL REPORT**

**Councilman Koehler** indicated the Police Department did a great job on providing an Honor Guard for Bob Westman’s funeral. Koehler also added that the Salem Bobcats baseball team is in the Final Four at the State tournament. Koehler added that he found the IML conference interesting and enjoyable.

**Councilwoman Morgan** questioned the delay in getting the theatre expansion completed. Morgan added that she has seen the footings, but it doesn’t appear to be moving along very quickly. Councilman Farley responded that there has been much more done than it appears, primarily inside. Mayor Barbee added that the contractors also have to accommodate the events that are ongoing in the building.

Councilwoman Morgan noted that there doesn’t appear to be much progress at Selmaville School, and asked for an update. Economic Development Director Jeanne Gustafson indicated she would follow up.

**Councilman Morton** indicated there was a good turnout for the mountain bike event on Sunday.

X. **EXECUTIVE SESSION**

*Motion was made by Councilman Farley and seconded by Councilwoman Morgan to enter into executive session for the purpose of setting a price for real estate.*

Returned to open session at 8:03 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 8:03 pm. Roll call vote: AYES: Councilman Koehler, Councilman Farley, Councilman Morton, Councilwoman Morgan, Mayor Barbee. NAYS: None. Motion carried.*

Bev Quinn, CMC  
City Clerk

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