

CITY OF SALEM
REGULAR CITY COUNCIL MEETING
April 1, 2024 – 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 – request approval for 03-18-2024 meeting minutes.
 - b. Approval to accept the low bid for Bituminous Materials and Seal Coat Aggregate for the City’s annual MFT oil & chip program.
 - c. Approval to accept the low bid for patch mix for the FY25 budget season.
 - d. Approval to surplus additional items from Salem Police Department
 - 2. Request approval to rezone the parcel at 201 W. Lake St. from RS-2 (Single Family Residential) to B-3 (Highway Business), based on approval recommendation from the Planning Commission.
 - 3. Request approval of a variance request from Harvey Evans, Produce Plus, 1401 W. Main St. The Zoning Board of Appeals met to review a variance to the setback from the rear property line of the business at 1401 W. Main St. The Board has approved the variance with the inclusion of the “Terms of Relief” and the findings and facts.
 - 4. Review of the budgets for the FY25 budget season. Second reading no action will be taken.
 - 5. Review of the City’s health insurance premium renewals. Requesting approval of Option A as outlined.

- VI. City Manager Report with Department Head Updates**
- VII. City Attorney Report**
- VIII. City Council Members Report**
- IX. Motion to Adjourn**

Annette Sola
Interim City Manager
Annette Sola

MINUTES
REGULAR CITY COUNCIL MEETING
APRIL 1, 2024 – 6:00 PM

I. Call to Order
The regular April 1, 2024 meeting of the Salem City Council was convened in the Council Chambers of Salem City Hall. The meeting was called to order by Mayor Nicolas Farley at 6:00 PM.

Council members present:
Councilman Royce Bringwald
Councilman Jim Koehler
Councilman Craig Morton
Mayor Nicolas Farley

Council members absent:
Councilwoman Tracy Crouch

Others present:
Interim City Manager Annette Sola
City Clerk Tabitha Meador
Police Chief Kyle Ambuehl
Public Works Director Travis Sanders
Finance Director Keli Barrow
Planning Commission Chairman Rick McCullum
Planning Commission Member Frank Addison
City Attorney Mike Jones
Economic Development Director Leah Dellicarpini
Deputy Police Chief Susan Miller
Assistant Public Works Director Courtney Mitchell
DOEM Director Andrew Strong
Library Director Kim Keller
Members of the Media and Public

II. Prayer and Pledge of Allegiance
Councilman Koehler offered the opening prayer, followed by the Pledge of Allegiance.

III. Presentation of Petitions/Public Comments –

- Josh Pippen, who resides at 222 W. Lake St, spoke in opposition to the rezoning of 201 W. Lake St. Mr. Pippen indicates that the street already has traffic, trash, and noise and is concerned the property owners may just “flip” the property.

IV. Mayor's Report and Presentations

- indicated his appreciation to the Richland Co. Scratch and Dent for the donation of a refrigerator to the DOEM;
- indicated the Solar Eclipse is next Monday, April 8 and reminds residents to stock up on essential supplies, such as food, gas, and medication;
- presented Proclamations declaring April Sexual Assault and Child Abuse Awareness Month. Marion County Child Abuse Awareness Coalition representative Jessica Palazzolo was in attendance to accept the Proclamation;
- indicated clarification of Agenda Item #3 – Request approval of a variance request from Harvey Evans, Produce Plus, 1401 W. Main St. The “Terms of Relief” and the findings and facts are to be presented as information only. **Motion made by Councilman Koehler and seconded by Councilman Bringwald to present Agenda Item #3 as information only, instead of action for approval. Roll call vote: AYES: Councilman Morton, Councilman Koehler, Councilman Bringwald, Mayor Farley. NAYS: None. Motion carried.**

V. City Council Action

1. Consent Agenda

- a. City Council Minutes – request approval for 03-18-2024 meeting minutes.
- b. Approval to accept the low bid for Bituminous Materials and Seal Coat Aggregate for the City's annual MFT oil & chip program.
- c. Approval to accept the low bid for patch mix for the FY25 budget season.
- d. Approval to surplus additional items from Salem Police Department

Motion made by Councilman Koehler and seconded by Councilman Bringwald to approve the Consent Agenda as presented. Roll call vote: AYES: Councilman Bringwald, Councilman Morton, Councilman Koehler, Mayor Farley. NAYS: None. Motion carried.

2. Request approval to rezone the parcel at 201 W. Lake St. from RS-2 Single Family Residential to B-3 Highway Business, based on approval recommendation from the Planning Commission.

Mayor Farley indicated the building at 201 W. Lake St. was zoned RS-2 Single Family Residential, but has been used as a storage building with living quarters for many years. The new owners are looking to update the entire property. The business portion of the building will be used as office space and storage. Economic Development Director Dellicarpini indicated clarification that if this property is rezoned, B-3 Highway Business only allows residential by Special Use Permit and must be above the first story; this was made clear in the Planning Commission process. The building is single-story, and would not meet residential requirements. She further indicated that the building is being remodeled into office space by Nick Kissner. Mayor Farley indicated that it was a unanimous vote from the Planning Commission, and he only received one email in opposition, provided by Mr. Pippen, who had addressed the Council during Public Comment.

Motion made by Councilman Morton and seconded by Councilman Bringwald to rezone the parcel at 201 W. Lake St. from RS-2 Single Family Residential to B-3 Highway Business. Roll call vote: AYES: Councilman Morton, Councilman Koehler, Councilman Bringwald, Mayor Farley. NAYS: None. Motion carried.

3. Request approval of a variance request from Harvey Evans, Produce Plus, 1401 W. Main St. The Zoning Board of Appeals met to review a variance to the setback from the rear property line of the business at 1401 W. Main St. The Board has approved the variance with the inclusion of the “Terms of Relief” and the findings and facts.

Mayor Farley indicated this presentation is for information only; Harvey Evans of Produce Plus is looking to build an addition to the back of his building to increase the space in the kitchen area. In addition, plans are being made to update the façade of the building. The building is placed on the property at a slight angle; when the lot was subdivided, the back property line runs at an angle narrowing to the southwest corner. The variance will be required to allow the building addition to take place. The Zoning Board approved the request but provided Terms of Relief and Findings and Facts outlining the requirements for the building not to encroach more than the variance states.

4. Review of the budgets for the FY25 budget season. Second reading no action will be taken.

Interim City Manager Sola presented a summary of expenses for the FY25 Budgets:

General Fund Budget Summary

Police Department – New server with license agreements: \$9,000.00 The current server is out of storage and can no longer be upgraded. Data is presently being pulled off and stored on auxiliary drives to continue operations. Patrol phones for body cams will also be purchased. \$20,000 has been earmarked to hire an

architectural firm to begin work on the design of a new police department. Money is also budgeted for lease payments on new squad cars.

Public Works Admin. - Includes the purchase of two new garage doors in the water/sewer maintenance building: \$17,000. The salary portion of this line item is presently inflated with the transition of the outgoing/incoming public works director position.

Street Department - Budget includes money to upgrade OSHA compliant safety helmets and portable radios totaling \$3,800.00. A new dump-truck with a snowplow and dump bed totaling \$135,000 will be financed for a 5-year period.

Swimming Pool - Budget includes new pool ropes over the play feature \$5,590.00; grating that is broke in several areas around the pool \$4,025.00; chemical feed pump for the tot-pool \$1,500.00. New dolphin that is used to clean the bottom of the pool; the existing dolphin is no longer operational \$6,000.00. Four new umbrellas - \$425 and a new ADA lift chair to lower patrons with disabilities into the water \$8,125.00.

Landfill - Budget includes a new 4-wheel drive tractor with side boom cutter (we will trade in the existing 2-wheel drive tractor) \$129,000; monitoring and testing totals \$89,000.00. The leaf-vac employees and garbage collection are also taken out of this budget.

Parks Department - Budget includes epoxy seal coating the floors in the park restrooms; several 10' trees to be planted in various places in the park; 2 OSHA safety compliant helmets; 2 new park shelters to be installed on either side of the dog park including picnic tables - \$20,000.00.

Additions made to Budget after First presentation:

<u>Expense Line</u>	<u>Description</u>	<u>First Pres.</u>	<u>Final</u>
09-5101-611-00	Sidewalk Replacement	\$ 50,000.00	\$
21-5101-214-00	Professional Services	\$ 107,500.00	\$ 7,500.00
10-4501-00	Transfer from General	\$ 283,465.00	\$ 325,116.00
01-5999-201-00	Transfer to Police Pension	\$ 283,465.00	\$ 325,116.00
17-5101-700-00	Debt Service (loan from gas hike 3 years ago)	\$	\$ 701,197.00

FY '25 Non-General Fund Budget Summary

ESDA: No change in revenues and a slight increase in expenditures. *(Using reserves of \$783)*

Garbage: Collection fees increase of \$98,000 and leaf vacuum fee increase of \$70,000. Garbage collection contract fees increased \$81,000. It is budgeted to purchase a new side boom mower. This is expected to cost about \$129,000 with trade-in. *(Slightly over budget by \$67)*

Parks: Similar revenues as the previous year. There is an increase in part-time employees, but a decrease in agency services that evens these out. We are making improvements to the dog park by adding a shelter and table. *(Over budget by \$22,460)*

Historical Commission: Revenues and expenses comparable to prior year budget. *(Over Budget \$2,050)*

Library: This is the budget that was presented to the library board but has not been passed by their board yet. Their budget doesn't consider the new HVAC units they are wanting a loan for. It may have some changes before we pass the budget at the end of April.

Recreation: Revenues and expenses are comparable to previous year. *(Over budget \$30,220)*

Motor Fuel Tax: Revenues are comparable to the previous year. The Rebuild Illinois funds will be used during this year to complete N College Street and N Jefferson Street. We will also be resurfacing W Boone Street. *(Over budget \$837,799 due to expending reserves from MFT and Rebuild IL)*

Police Pension: The minimum contribution increased about \$41,000. *(Under budget)*

Downtown TIF: Revenues comparable to previous year. Expenses increased for land and building acquisition of \$80,000. We are also using \$25,000 for engineering for ITEP. *(Using reserves of \$97,000)*

Tourism: Revenues have increased to \$180,000. Expenses have increased \$100,000 for the downtown lighting project. *(Under budget by \$3,000)*

Veteran's Fund: Revenues and expenses comparable to previous year. *(Over budget \$744, but using reserves)*

Water and Sewer: Water and sewer revenues should increase from previous years, depending on usage. There has been an increase in salaries per union contract.

Water treatment has building maintenance needed to do roof repairs, rock and oil and chip needed for their driveway and to repair sidewalks to outdoor tanks. Equipment maintenance is needed on the crane hoist, generator, and chlorine service. There is also a need to insulate the garage and purchase a clear well cover access lid.

Water/ Sewer Maintenance will be purchasing a bobcat skid steer with attachments, locator, 2 hydrants, and a pin finder.

The wastewater plant needs to make repairs to the sludge tank. Replacement cost for this is tank would be \$1,000,000.00. Making the \$60,000 repair should give the tank about 20 more years before a replacement would need to be considered.

In raw water, we need to pull and reset motor using a crane & boom truck and rebuild the river line motor. Last year, both pumps were burnt up and needed replacement. One pump was repaired in FY 24 and the second has been budgeted for this budget. The pumps are large and extremely heavy so the use on the crane is necessary.

In previous fiscal years, we used reserves out of the water fund to make up for the shortfall of revenue. With our rate increases, we do not have a shortfall in the water fund and will not need to use water fund reserves but will need to be under budget in the coming years to increase our reserves. I still feel that we should look at making a yearly increase of about 2-3% so a big increase will not put such a burden on our water users. *{Under Budget by \$74,364, which is needed to increase reserves}*

Gas: Revenues are higher due to the rate increase. Our system improvements for \$310,950 will be for meter replacement in the Lakewood Subdivision, a steel valve replacement at NAL and to move 4 services. Gas loan payment in full for IFA loan that was taken out during the cold front three years ago. *(Over budget \$602,887 due to the loan payment)*

Capital Project (1/2 cent sales tax): Revenues are \$40,000 higher than the previous budget. We are going to complete street surfacing on Kell Street from Rt. 37 to College St as well as College St from Broughton to Boone. There will be water/ service line replacement to the sanitary sewer at Spruce Street and Illinois Street. \$50,000 will go to the Boone Street sidewalk repair. *{Over budget \$201,264, but we have reserves to cover this}*

Matching Grant Projects: Revenues increased about \$70,000. This is more in line

with where our revenues have been in previous years. We have budgeted to give the soccer complex a donation of \$50,000 out of this account. The rest of the expenses remain flat *{Over budget \$14,500 but using reserves}*

TIF #2: Revenues are comparable to previous year. We will give the Salem Fire Protection District \$62,500 towards their purchase of a fire truck. *{Under budget \$22,000, but using reserves}*

Grants: We have closed out the ARPA and little Egypt Lane grants. The main project in this fund is the demolition grant. *{All funds that come into this account will be to reimburse expenses to the City and administrative fees to SCIRP-DC}*

The total of all revenues in all funds including the General Fund is \$19,873,284 with expenses being \$21,626,653.

No action to be taken on the FY25 Budget at this time.

5. Review of the City's health insurance premium renewals. Requesting approval of Option A as outlined.

Presentation by Mr. Todd Dobbs with Chaney and Karch Agency on the renewal request for the Health Care Plan currently in place through Mutual Medical. Overall, the City had a significant increase in claims for both medical and prescription costs. Two renewal options were given, Option A: keeps all coverage the same, the stop loss premium that the City pays stays at \$55,000. The total premium increase is 4% which totals a \$10,693.00 increase overall. The aggregate claims liability takes a harder hit due to the high number of large claims. The increase for this portion of the plan is 11.71% with a total annual increase of \$120,918.00. This makes an overall increase of 12.07% or \$136,351.00 annual increase. Option B: The only change from A to B is the Individual Stop Loss Premium; the stop loss would increase from \$55,000 to \$60,000. This means the City pays for the first \$60,000 in medical expense. The option A increase is slightly more than \$10,000, stop loss could potentially cost the City more money on the backside than paying the additional premium up front. Interim City Manager Sola indicated we are presently budgeted to handle this increase. ***Motion by Councilman Koehler and seconded by Councilman Morton to approve "Option A" as presented for the City's health insurance premium renewal. Roll call vote: AYES: Councilman Koehler, Councilman Bringwald, Councilman Morton, Mayor Farley. NAYS: None. Motion carried.***

VI. City Manager and Department Head Reports

Interim City Manager Sola –

- Indicated Public Works Director Travis Sanders is "jumping right in" and getting acquainted with the position.

Public Works Director Sanders – no report.

Finance Director Barrow –

- indicated she is working on March end-of-month reports and Revenue/Expense reports.

Economic Development Director Dellicarpini –

- indicated the Planning Commission will be meeting in April.

City Clerk Meador – no report.

DOEM Director Strong –

- indicated severe weather is anticipated;
- indicated Department Heads will be meeting one more time to participate in IEMA's virtual planning session for the Eclipse;
- indicated donations of an AED, Narcan, and a refrigerator have been received at the EOC.

Library Director Keller –

- indicated the planetarium experience is open and seeing traffic from several schools and classes.

Police Chief Ambuehl –

- indicated April 27 will be the "Drug Take Back" event at the Police Department.

VII. City Attorney Report – No report.

VIII. City Council Member Reports

Councilman Koehler –

- acknowledged the passing of Ron Ball;
- indicated the Bryan Home will be open on April 8 for the Solar Eclipse and the 2nd and 4th Sundays of the month from Noon – 3 PM. The Home will also be available for formal pictures.

Mayor Farley –

- indicated the “State of the City” has been delivered.

IX. Motion to Adjourn

Motion was made by Councilman Bringwald and seconded by Councilman Morton to adjourn the meeting at 6:49 PM. Roll call vote: AYES: Councilman Bringwald, Councilman Morton, Councilman Koehler, Councilman Bringwald, Mayor Farley. NAYS: None. Motion carried.

Tabitha Meador
City Clerk

Minutes approved: _____