

**AGENDA
CITY OF SALEM
REGULAR CITY COUNCIL MEETING
SEPTEMBER 3, 2013
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 19, 2013
 - b. Salem Community Theatre 5K Run at Bryan Park Nature Trail, 10/5/13
 - 2. Good Energy Resolution – City Mgr Authorization to Execute Supply Agreement for Aggregation Program
 - 3. RFP for Real Estate Agent to Promote Kinney Blvd Development
 - 4. Ordinance First Reading – No On Street Parking on Illinois Street Between Main and Boone
 - 5. Discussion – US HWY 50 Traffic Flow and Timing of Stop Lights
- VI. City Manager Report**
- VII. City Attorney Report**
- VIII. Finance Director Report**
- IX. City Council Report**
- X. Adjournment**

Bill Gruen
City Manager

**CITY OF SALEM
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AUGUST 19, 2013
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MANAGER'S COMMENTS

VIII. City Council Action

- 2. Good Energy Resolution – City Mgr Authorization to Execute Supply Agreement:** At the last Council meeting, the resolution was tabled to allow for a second reading. Good Energy is planning to do a bid opening late in September so nothing has been delayed (see attached email). Recommend approval.

- 3. RFP for Real Estate Agent to Promote Kinney Blvd:** A proposed RFP for real estate agent services is attached. Jeanne Gustafson and I put this together based upon some templates that Jeanne found put to use elsewhere. There's no pride in authorship, so if the Council wishes to make changes, there's no problems. However, if the Council wishes to approve as presented, I believe it's in a format that is ready roll.

A template was used to prepare this RFP for Salem. Among other things, it was modified to open up the ability for all licensed real estate agents to submit a proposal. Additionally, it has been crafted with the express intent to allow for subcontractors to be used if advantageous to the real estate agent and to address the topic of splitting a commission. The intent would be to incent as many professionals as possible to promote this site.

Previously the Council has discussed that Kinney Blvd is neither in a TIF district nor the Enterprise Zone. The City Council will have control over the price at which acreage is sold which in itself could be a nice incentive. The Council has also previously discussed the idea that a minimum commission arising from the sale of land for a project could be negotiated so that the Council will have maximum flexibility to negotiate on projects it likes but to also keep agents involved properly motivated to cause a sale.

The following important points on the RFP:

- ✓ Proposals would be due September 27, 2013.

- ✓ We would use the following general format for submission and review of RFPs:
 - RFPs would be available September 5.

 - Prior to September 12, potential respondents could ask questions about the RFP. If the City needed to respond, we would respond to all persons who we knew received the RFP.

- Would have to be submitted no later than September 27.
- After deadline, proposals would be reviewed by the City Mgr and Econ Dev Director. After an initial review, we would have an opportunity to make the strongest proposals better for the City if possible/necessary. After a best and final offer from the respondent, arising out of this discussion (if any), the proposals would be submitted to the Council with a recommendation.
- The Council would take action to choose the proposal from the firm it liked. The City Mgr and Econ Dev Director would then hammer out an agreement, which would also have to come back to the City Council.
- ✓ How would the City select an agent using this RFP?
 - Pricing and charges proposed by the respondent, although the City would not be bound to take the lowest bid.
 - References submitted by the respondent.
 - Respondents will have to be properly licensed in Illinois.
 - Respondents would have to describe their methodology for marketing and advertising the property. The RFP asks for information on other properties the agent is showing and has shown in the last 12 months; details on how the agent plans to market; a marketing plan timeline; information on the personnel who would be responsible for the project; and, among other things, whether the agent would be willing to share a commission for the purpose of making a sale.
- ✓ The RFP suggests that the City is willing to enter into a one-year agreement with a one-year option.
- ✓ Respondents are able to present a proposal using a subcontractor for work they want to subcontract. The City would have to approve any such subcontract.
- ✓ The RFP suggests that the City will want to have regular status meetings.

4. **Ordinance First Reading – No On Street Parking on Illinois Street Between Main and Boone:** A request has been made to prohibit on-street parking for the entire stretch of North Illinois Street between Boone and Main. At present, only sections of North Illinois are prohibited for parking. Pertinent portion of the no-parking ordinance is included in your packet. The proposal is made due to the amount of traffic that exists near the intersection of Illinois and Main Streets around CVS and the Party Supply. I recommend the Council give this a first reading to allow for public input.

5. **Discussion – US HWY 50 Traffic Flow and Timing of Stop Lights:** A request has been made to discuss:

- a. Traffic flow and vehicle counts on Main Street/US HWY 50. Would re-routed four-lane US 50 ease traffic in Salem? Is traffic too heavy in town?
- b. Timing of stop lights in Salem. Are they timed properly? Should the traffic lights become flashing reds at night when traffic is minimal? Is there a cost for a change in the timing of the lights?