

**AGENDA  
CITY OF SALEM  
REGULAR CITY COUNCIL MEETING  
MAY 2, 2016  
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**
  - 1. Historical Commission-Sponsored Coloring Contest
  
- V. City Council Action**
  - 1. Consent Agenda
    - a. Approval of Minutes – April 11, 2016 Special Meeting and April 18, 2016 Regular Meeting
  - 2. Approval of Appointment of Rick McCollum to Planning Commission
  - 3. Swearing in of Board and Commission Members
  - 4. Presentation/Request by Daffy Dills Garden Club
  - 5. Purchase Approvals
    - a. Audit Services with Glass & Shuffett
    - b. Gas System Improvements
    - c. Sand & Gravel
    - d. Chemicals for Water Treatment
    - e. Sludge Removal from Wastewater Treatment
  - 6. Discussion - Bryan Park Trail Project
  - 7. Approval of Term Sheet Regarding Payment of Commission to Real Estate Professional for Approved Sale of City Property at Kinney Boulevard
  - 8. Approval for Seeking Proposals for Administration of City Health Insurance Plan
  
- VI. City Manager Report**
- VII. City Attorney Report**
- VIII. Finance Director Report**
- IX. City Council Report**
- X. Executive Session 5 ILCS 120**
  - 1. Appointment of Person to Fill Public Office [2 (c)(3)]
  - 2. Litigation [2 (c)(11)]
  
- XI. City Council Action**
  - 9. Appointment to Fill Vacant City Council Position
  
- XII. Adjournment**

Bill Gruen  
City Manager

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**MANAGER’S COMMENTS**

**V. City Council Action**

2. **Approval of Appointment of Rick McCollum to Planning Commission:** The Mayor has selected Rick McCollum for consideration for the Planning Commission, which the Council may choose to approve.
3. **Swearing in of Board and Commission Members:** Boards and commission members who have been recently appointed will be sworn in Monday night.
4. **Presentation/Request by Daffy Dills Garden Club:** Garden Club members will be on hand to request use of Bryan Park for event activities and, possibly, approval of their next annual budget. The Daffy Dills receive \$14,500 each year from the City for community gardening activities. This comes from the \$25,000 budgeted for Community Appearance (01-5101-410-01).
5. **Purchase Approvals**

- a. **Audit Services with Glass & Shuffett:** The City has worked with Glass & Shuffett since 2003 on its annual financial audits. The 2016 contract totals \$29,150, a 3% increase over last year’s contract (see below). I request the City Council approve the 2016 contract with Glass & Shuffett. This is a budgeted, FY17 expense.

<u>Year – Contract</u>	<u>\$ Increase</u>	<u>% Increase</u>
2014 - \$27,500		
2015 - \$28,300	\$800	2.91%
2016 - \$29,150	\$850	3.00%

- b. **Gas System Improvements:** The FY17 budget includes \$303,900 for gas system improvements (gas line replacement with PE gas line). Bids were accepted by projects with low bids coming in as noted below. Kieffer Brothers is located in Mt Carmel, and has been the low bidder on our gas line projects for the past couple of years. They have completed our gas projects satisfactorily. USSI is a division of USDI (Darin Houchin) who designs our gas replacement projects and administers the bidding process. Darin Houchin is a partner with Ron Ragan at UGM, who purchases gas for the City of Salem. Recommend approval.

<u>Item</u>	<u>Bidder</u>	<u>Low Bid Amount</u>
Construction	Kieffer Bros	\$219,397.50
Materials	USSI	<u>\$15,737.25</u>
<b>TOTAL</b>		<b>\$235,134.75</b>

- c. **Sand & Gravel:** The City bids sand and gravel on an annual basis for various uses. Please note City ordinance 2-96 (b) which includes our “buy local” policy when the cost spread does not exceed 5%. For the past few years, the City has invoked this policy to purchase CA-6 from Quad County due to the company having a location at 3782 South Hotze Road. Our buy local policy indicates it is not applied to public works projects, which we have interpreted in the past to apply to high-cost projects totaling hundreds of thousands of dollars. If the Council invokes its buy local policy, it would approve bids as follows:

<u>Item</u>	<u>Amount</u>	<u>Low Bidder</u>
CA-6	\$15.00/ton	Quad County (buy local)
Sand	\$11.75/ton	Quad County (low bid)

- d. **Chemicals:** Low bids for Water Treatment chemicals are as follows:

<u>Item</u>	<u>Amount</u>	<u>Low Bidder</u>
Alum Sulfate	\$415.00/ton	Hawkins
Soda Ash	\$12.85/bag	Hawkins
Chlorine	\$409.00/ton	Brenntag

- e. **Sludge Removal from Wastewater Treatment:** A final byproduct of our wastewater treatment process is a liquid sludge which has been removed by Metro-Ag of Breese and then land-applied to agriculture fields. I request approval of a two-year contract extension with Metro-Ag with a cost of .040 cents per gallon of sludge removed. The prior contract totaled 0.036, so the new contract would represent an 11% increase. Metro-Ag expenses have ranged from \$42,307 to \$60,707 in a fiscal year, which is dependent on the gallons he removes. Our Wastewater personnel do things in the treatment process to try to limit the liquid sludge we produce. I spoke with Metro-Ag president Brian Kramer and asked if farmers pay for the sludge removed from our plant. He indicated that in several years he’s been doing this work he’s never been able to convince a farmer to pay for the “product” we produce.

6. **Discussion – Bryan Park Trail Project:** Please see the letter from DNR addressed to former Mayor Raymer. I read the letter to indicate that if the City moves forward using its own dollars to complete the otherwise grant-funded trail project, we’d receive reimbursements *if* our grant becomes reinstated. The last City Council took the firm position that City dollars would not be used for the project, although that position softened a bit given circumstances. Does the Council want me to look into moving on this project with City dollars? We budgeted about \$89,000 for the remainder of the project.
7. **Approval of Term Sheet...Kinney Boulevard:** A term sheet for Kinney Boulevard for the possible payment of a commission related to the sale of property may be submitted for review Monday night.

8. **Approval for Seeking Proposals for Administration of City Health Insurance Plan:** At our last meeting we quickly discussed whether we'd want to go out for bid for administration of our City health insurance plan, which is currently administered by Mutual Medical and brokered by Chaney Karch. If we do, I believe the following offices would want to be involved with a presentation: Kane Insurance, Diamond Brothers, Mutual Medical, and Arthur J Gallagher. If we do go out for bid, in my opinion, the reason would be to shop around to ensure we are getting the best value for the City's health insurance dollar and because other ideas for containing costs may be out there. The City has otherwise had a pretty good run with Mutual Medical.