

**AGENDA
CITY OF SALEM
REGULAR CITY COUNCIL MEETING
October 3, 2011
6:00 P.M.**

- I. Call to Order**
- II. Prayer and Pledge of Allegiance**
- III. Approval of Minutes, September 19, 2011**
- IV. Presentation of Petitions/Public Comments**
- V. Mayor's Report and Presentation**

- VI. City Council Action**
 - 1. Presentation of 2010/2011 Annual Audit Report
 - 2. Engineering Services Agreement – N. Miller St. Sanitary Sewer Lift Station
 - 3. Resolution Authorizing Participation in State of Illinois Federal Surplus Property Program
 - 4. CDAP Loan Request – Rollinson's Home Center
 - 5. Presentation of Strategic Planning Process

AFTER REPORTS:

- 6. Executive Session: 5ILCS 120/2(c)(1) Closed Session to conduct a pre-termination hearing regarding the termination of the City Manager, Thomas F. Christie's employment with cause.

- VII. City Manager Report**
- VIII. City Attorney Report**
- IX. City Council Report**
- X. Adjournment**

Thomas F. Christie
City Manager

**MINUTES
CITY OF SALEM
REGULAR CITY COUNCIL MEETING
OCTOBER 3, 2011
6:00 P.M.**

I. CALL TO ORDER

The Salem City Council met in regular session on October 3, 2011, at the hour of 6:00 p.m. in the Council Chambers of Salem City Hall. The meeting was called to order by Mayor John F. Raymer.

Council Members present upon roll call:

Councilman Royce Bringwald
Councilman Kip Meador
Councilman Steve Huddlestun
Councilman David Black
Mayor John F. Raymer

Others Present:

City Manager Thomas F. Christie
City Attorney Michael R. Jones
Finance Director Jane Brown
Public Works Director John Pruden
Recreation Director Sherry Daniels
Chief of Police Ron Campo
Assistant to the City Manager Bev West
Library Director Kim Keller
Economic Development Director Tracey McDanel
Economic Development Administrative Assistant Natalie Wright
Media: Salem Times Commoner, WJBD Radio, Centralia Sentinel
Several members of the public.

Absent:

City Clerk Jane Marshall
DOEM Director Terry Mulvany
Code Enforcement Officer Brad Crow

II. PRAYER AND PLEDGE OF ALLEGIANCE

Opening prayer led by Councilman Black, followed by the Pledge of Allegiance to the Flag.

III. APPROVAL OF MINUTES – September 19, 2011

Minutes of Regular City Council Meeting of September 19, 2011 were presented for review. **Councilman Meador moved and Councilman Black seconded the motion to approve the minutes of Regular Council Meeting of September 19, 2011 and waive the reading. Roll call vote. AYES: Councilmen Huddlestun, Black, Bringwald, Meador, and Mayor Raymer. NAYS: None. Motion declared carried.**

IV. PRESENTATION OF PETITIONS AND PUBLIC COMMENTS - None.

V. MAYOR'S REPORT AND PRESENTATIONS

Animal Control - Mayor Raymer reported that the Animal Control Committee has met several times, and they are currently reviewing three possible facility sites. Committee Chair Laura Broviak will be making a presentation at the October 17th council meeting, and they hope to have domestic animal control in place by November 1st.

Little Egypt Parade – Mayor Raymer commented on how nice the Little Egypt Parade was, and commended Parade Chairman Jill Combs, and others, for their volunteer efforts. Mayor Raymer added that the event is a good economic boost for the community, and brings many visitors to town.

Rt. 50 Coalition – Mayor Raymer indicated the Rt. 50 coalition has been in place for the past three years, involving the Mayors and County Board Chairmen of communities along US Rt. 50. It appears the group may soon be joined by representatives from Clinton and St. Clair counties, which would mean the Rt. 50 Coalition would be presenting a united front from Lebanon to Lawrenceville. Mayor Raymer expressed his appreciation to Representative Cavaletto for his efforts, and provided a summary of the project phases involved.

Economic Summit – Mayor Raymer indicated he attended an Economic Development Summit in Effingham last week, which was focused on downstate Illinois. Mayor Raymer added that downstate representatives have known their communities have been receiving a smaller percentage of state funds and grants. The meeting was held to begin the formation of a legislative coalition to work towards downstate receiving more state money.

Salem Township Hospital Health Fair – Mayor Raymer indicated the City of Salem shared a booth with the President of the hospital at its health fair, and expressed appreciation for the opportunity. The Bryan Park Nature Trail was the topic presented by the City. Surveys were distributed asking if people walk the nature trail, if they like it, and if they feel it should be expanded. The results of the survey should be available at the October 17th meeting. Mayor Raymer added that he wants everyone to know what a nice place the Nature Trail is for walking.

Willow Grove – Mayor Raymer indicated a group called Willow Grove is hosting a meeting on November 3, 2011 at 6:30 p.m., at the Marion County Fairgrounds. The group is interested in leasing land, by the acre, for the sequestering and storage of carbon dioxide. Salem has a dome of rock 9,000 feet down, which will facilitate the storage of carbon dioxide.

Website Review Committee – Mayor Raymer indicated he is still looking for four additional citizens to serve on the Website Review Committee.

Agenda Item VI. 6. – Mayor Raymer directed that Agenda Item VI. 6. – Executive Session, be removed from the agenda.

VI. CITY COUNCIL ACTION

1. Presentation of 2010/2011 Annual Audit Report

Mr. Fred Becker, Accountant with Glass and Shuffett, LTD, the firm that the City contracts with to audit its finances presented the findings of the 2010/2011 Annual Audit and answered questions. Mr. Becker discussed the audit report and explained the additional letters and reports that are included in the audit. Mr. Becker noted that they did not identify any deficiencies in internal control over financial reporting and no instances of non-compliance or other matters that need to be reported. He further reported that the audit showed that the net worth of the City has improved. Mr. Becker explained

the differences between cash basis and accrual financial reporting, and indicated the City currently reports on a cash basis 12 months out of the year, then does accruals for audit purposes. Mayor Raymer and Finance Director both indicated they would like to see the City consider switching to a strictly cash basis reporting system. Following discussion, **Councilman Black moved and Councilman Huddlestun seconded that the FY2011 Audit be approved as presented. Roll call vote: AYES: Councilmen Black, Bringwald, Meador, Huddlestun and Mayor Raymer. Nays: None. Motion declared carried.**

2. Engineering Services Agreement – N. Miller St. Sanitary Sewer Lift Station Reconstruction

City Manager Christie indicated that Council is considering a proposal from Curry & Associates for permitting, design, bidding and construction supervision relative to the replacement of the Miller Street Sanitary Sewer Lift Station. As the cost of the services exceeds \$10,000, the Council must authorize the proposed \$16,700 expenditure. City Manager Christie indicated both he and Public Works Director John Pruden are recommending acceptance of the proposal and authorizing the City Manager to sign the engineering services agreement. **Councilman Black moved and Councilman Meador seconded approval of the engineering services agreement for N. Miler St. Sanitary Sewer Lift Station Reconstruction with Curry & Associates Engineers, Inc. in the amount of \$16,700, and authorizing the City Manager to sign the document. Roll call vote: AYES: Councilmen Bringwald, Meador, Huddlestun, Black and Mayor Raymer. NAYS: None. Motion declared carried.**

3. Resolution Authorizing Participation in State of Illinois Federal Surplus Property Program

City Manager Christie indicated that participation in the State of Illinois Federal Surplus Property program would allow the City to acquire property through the Federal Assistance Program. Mayor Raymer indicated he had learned about this program while at the Illinois Municipal League, and upon checking, found that we are not currently enrolled. **Councilman Black moved and Councilman Meador seconded approval of Resolution #2011-10 Authorizing Participation in State of Illinois Federal Surplus Program. Roll call vote. AYES: Councilmen Meador, Huddlestun, Black, Bringwald and Mayor Raymer. NAYS: None. Motion declared carried.**

4. CDAP Loan Request/Rollinson's Home Center

City Manager Christie indicated Rollinson's Home Center, by Ross Rollinson, is requesting a CDAP loan in the amount of \$30,000 for a term of five years at 3% interest to assist in a \$126,000 project to establish a new product area at its existing location. Christie added that the expansion will be the addition of appliance sales and service. Councilman Black indicated he feels this is a great addition for the community. Mayor Raymer concurred, and added that it is good use of CDAP funds, and will result in the addition of two full-time employees. **Councilman Black moved and Councilman Meador seconded approval of a CDAP Loan Request to Rollinson's Home Center in the amount of \$30,000 for a term of five years at 3% interest. Roll call vote: AYES: Councilmen Huddlestun, Black, Bringwald, Meador and Mayor Raymer. NAYS: None. Motion declared carried.**

(Clerk's note: See amendment to this motion made immediately prior to Adjournment.)

5. Strategic Planning Process

City Manager Christie presented a basic Strategic Planning Process outline. Christie added that while every city determines its own process, most of them involve the same basic components. Once a community decides to proceed with strategic planning, the process begins with appointment of a team. The team nearly always is headed by the Mayor and involves three or more citizen members, who may be the Chairman of the Planning Commission or Zoning Board of Appeals, a Recreation Board member, or just citizen members. Mr. Christie recommended the membership be comprised of the Mayor, a Councilman, Three Citizens at Large, SBIC Representative, City Manager (Liaison, Facilitator), and the Assistant to the City Manager (Scheduling, Recording). Mayor Raymer concurred, but indicated he would prefer that the entire Council be involved. Mayor Raymer suggested each Councilman bring back the name of a citizen they would like to recommend for membership in the committee to the next meeting. Mayor Raymer added that he likes the idea of the City Manager serving as liaison, but would like to involve a professional facilitator, perhaps through KC. City Manager Christie indicated members need to be aware that this will take an investment of time,

possibly two or more meetings per month over a period of three months. Consensus of City Council was to proceed with development of a Strategic Planning Committee.

VII. CITY MANAGER REPORT

York - City Manager Christie indicated he has executed the contract with York for replacement of the Theater's HVAC system.

Budget Software – Mr. Christie indicated he has signed the purchase order for the new software that will enable staff to input the budget directly into the accounting system, rather than transferring information into an Excel document. Christie added that he feels this will make the budgeting process smoother, and there will be less chance of error.

Little Egypt Festival - Mr. Christie congratulated the Little Egypt Festival Committee for a successful event, and thanked Parade Chair Jill Combs and her volunteers for their work

VIII. CITY ATTORNEY REPORT - None.

IX. CITY COUNCIL REPORT

Councilman Bringwald – commented that he enjoyed the parade.

Councilman Meador- commented that he enjoyed the parade.

Councilman Huddlestun – No report.

Councilman Black – Councilman Black asked Chief Campo if he had hired a Code Enforcement Officer yet. Chief Campo responded that he is down to five additional interviews, and intends to have someone hired by the end of next week. Councilman Black added that he was very pleased with the Little Egypt Festival, and commended Denny Wilkinson, Jill Combs, and the other members of the Little Egypt Festival Committee, and suggested something be done for them to express the City's appreciation.

Amendment to motion. City Manager Christie indicated he had been handed a note that suggested the motion regarding the CDAP loan be amended to include the statement that all CDAP requirements and loan committee recommendations be met.

Councilman Black moved and Councilman Meador seconded motion to amend Councilman Black's original motion to approve the loan request from Rollinson's Home Center in the amount of \$30,000 for a term of five years at 3% interest, and that the CDAP requirements and loan committee recommendations be met, as follows:

- Completed retention forms on creating 2 fte - of which 51% of those employees must meet the low-to-moderate income requirements (this should occur within 18 months)
- Formal Release of Funds by the Department of Commerce and Economic Opportunity (DCEO)
- Securing a personal guarantee from Ross Rollinson

X. ADJOURNMENT

There being no further business for discussion, at 7:15 p.m., **Councilman Meador moved and Councilman Black seconded the motion to adjourn. Roll call vote: AYES: Councilmen Bringwald, Meador, Huddlestun, Black and Mayor Raymer. NAYS: None. Motion declared carried.**

Jane Marshall, CMC
City Clerk
By Bev West, Deputy City Clerk

Minutes approved as written by City Council October 17, 2011.