

**AGENDA  
CITY OF SALEM  
REGULAR CITY COUNCIL MEETING  
SEPTEMBER 06, 2011  
6:00 P.M.**

- I. Call to Order – Roll Call**
  - II. Prayer and Pledge of Allegiance**
  - III. Presentation of Petitions/Public Comments**
  - IV. Mayor’s Report and Presentation**
  - V. City Council Action**
    - 1. Consent Agenda:
      - a. Minutes Approval - Regular Council Meeting 8/15/2011, Work Session 8/29/2011
      - b. Resolution – IDOT Request for Road Closings - Little Egypt Festival Parade
    - 2. Bid Award – Heating and Air Conditioning System at Salem Theatre
      - a. approve the bid from York for a total amount of \$59,400.00
      - b. approve funding source
    - 3. Contract to Lease Armory Building
    - 4. Resolutions Governing Requests for Financial Assistance and Establishing a Financial Assistance Review Committee
      - Resolution – A City Policy for the Creation of a Loan/TIF Review Committee for the Purpose of Reviewing all Requests for Financial Assistance
      - Resolution – Amending Resolutions 89-3 and 2004-09 – A City Policy for the Recapture of Program Income Generated From the Community Development Assistance Program
      - Resolution – A Resolution Amending Resolution 2003-20 – Downtown Improvement Program Guidelines & Downtown Tax Increment Redevelopment Program
    - 5. Ordinance - Second Reading – An Ordinance Amending Chapter 2 of the City Code, by repealing Sec. 181 through Sec. 185 and replacing them with a new City of Salem Controlled Substance Use and Alcohol Abuse Program.
    - 6. Application for Taxi License from Robert L. Baggett
    - 7. Report from City Manager regarding Strategic Planning and Goal Setting
  - After Reports:
    - 8. Executive Session: 5 ILCS 120/2 (c) (1) Performance of Specific Employee
    - 9. Approval of Closed Session Minutes of July 5, 2011 and August 15, 2011
- VI. City Manager Report**
- VII. City Attorney Report**
- VIII. City Council Report**
- IX. Financial Report**
- X. Adjournment**

Thomas F. Christie  
City Manager

---

**MINUTES  
CITY OF SALEM  
REGULAR CITY COUNCIL MEETING  
SEPTEMBER 6, 2011  
6:00 P.M. - Tuesday**

**I. CALL TO ORDER**

The Salem City Council met in regular session on Tuesday, September 6, 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 Raymer.

**Council Members present upon roll call:**

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

**Others Present:**

City Manager Thomas F. Christie	Recreation Director Sherry Daniels
City Attorney Michael R. Jones	Chief of Police Ron Campo
City Clerk Jane Marshall	Sergeant Kyle Ambuehl
Public Works Director John Pruden	Finance Director Jane Brown
Assistant to the City Manager Bev West	Economic Dev Director Tracey McDaneld

Media: Salem Times Commoner, WJBD Radio, Centralia Sentential, US Sonet and Marion County Observer, along with members of the public.

**Absent:** Code Enforcement Officer Brad Crow, DOEM Director Terry Mulvany, Library Director Kim Keller

**II. PRAYER AND PLEDGE OF ALLEGIANCE**

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

**III. PRESENTATION OF PETITIONS/PUBLIC COMMENTS**

**IV. MAYOR’S REPORT AND PRESENTATIONS**

Mayor Raymer reported:

- Animal Control – Active Citizens Committee working on recommendations
- City of Centralia has advised they still have an interest in discussions regarding mutual animal control
- Antique Power Days September 8 – 11 at Fairgrounds
- Encouraged businesses and everyone to attend the 3/50 Project Presentation by Cinda Baxter, sponsored by the Economic Development Department on Wed., September 7<sup>th</sup>, a program to help promote business for our local retail and service businesses.

**V. CITY COUNCIL ACTION**

**1. Consent Agenda:**

- a. Minutes Approval - Regular Council Meeting 8/15/11, Work Session 8/29/11
- b. Resolution – IDOT Request for Road Closings - Little Egypt Festival Parade – Same route as in the past.

**Councilman Meador moved and Councilman Huddleston seconded the motion to approve the consent agenda as presented. Roll call Vote: AYES: Councilmen Bringwald, Meador, Huddleston, Black, and Mayor Raymer. NAYS: None. Motion carried.**

**2. Bid Award – Heating and Air Conditioning System at Salem Theatre**

- a. approve the bid from York for a total amount of \$59,400.00
- b. approve funding source

Mayor Raymer commented it is the recommendation of the Theatre Board and the City Manager to award the bid to York Heating and Air Conditioning and approve of the funding option that requires the Library Board to provide 50% (\$28,450) and provides 50% (\$28,450) from TIF #3 in the form of a grant.

It was noted that a Memorandum was received from Mike Weber, TIF Consultant with Peckham Guyton Albers & Viets, Inc., dated 8/31/11 in response to the City’s request for PGAV’s opinion on the TIF eligibility of the replacement cost of heating, ventilation and air conditioning system for the Salem Theatre that is in the Downtown TIF District and is owned by the City and is tax-exempt. In his Memo, Mr. Weber stated it is his opinion that HVAC replacement would be a TIF eligible expense and the expenditure would be consistent with the Downtown TIF Redevelopment Plan and the TIF Act. He further advised that each request for TIF assistance be reviewed on a case by case basis. Future requests by others for HVAC replacement or other building systems should be part of a larger renovation effort and all requests for TIF assistance should be evaluated in light of the Downtown Improvement Program Policies that are currently in effect and which may be amended from time to time.

**Councilman Black moved and Councilman Huddleston seconded the motion to accept the bid from York Heating and Air Conditioning in the amount of \$59,400.00 for replacement of the Heating, Ventilation, and Air Conditioning at the Salem Community Theatre and Cultural Center Building. Roll call vote: AYES: Councilmen Meador, Huddleston, Black, Bringwald and Mayor Raymer. NAYS: None Motion carried.**

Clerk’s Note: *Copied from 8/01/11 Minutes - Members of the Theatre Committee, Meredith Fyke, Drew Johnson, and John Stephenson explained the need for this expenditure and their recommendation to accept the bid from York Heating and Air Conditioning that was not the low bid received for replacement of the HVAC at the Theatre:*

- York will have masonry contractor do work on the load-bearing, double thick brick wall
- Equipment from York has higher efficiency rating
- Bid amount from York can be reduced by \$6,500 for a cost of \$59,400 and Cubertson reduced by \$1,824 for a cost of \$55,422 by eliminating south store at this time
- York has serviced present system of over 35 years and is familiar with theatre’s systems, and both companies have stressed that after installation, the system can be serviced by local companies.

**Motion was made by Councilman Black, seconded by Councilman Huddleston to approve the funding option that requires the Theatre Board to provide 50% (\$28,450) and provides 50% (\$28,450) from TIF #3 in the form of a grant. Roll call vote: AYES: Councilmen Huddleston, Black, Bringwald, Meador, and Mayor Raymer. NAYS: None. Motion declared carried.**

**3. Contract to Lease Armory Building**

Mayor Raymer commented that he thinks the cost associated with the lease of the Armory Building for volleyball is high and there has been discussion with the churches in the area that have a large gymnasium that may be available for the Recreation Department's volley ball program. No meeting has been held yet to determine if something could be worked out. **Motion was made by Councilman Black, seconded by Councilman Huddlestun to table discussion to lease the Armory Building. Roll call vote. AYES: Councilmen Black, Bringwald, Meador, Huddlestun, and Mayor Raymer. NAYS: None. Motion declared carried.**

**4. Resolutions Governing Requests for Financial Assistance and Establishing a Financial Assistance Review Committee**

- **Resolution – A City Policy for the Creation of a Loan/TIF Review Committee for the Purpose of Reviewing all Requests for Financial Assistance**
- **Resolution – Amending Resolutions 89-3 and 2004-09 – A City Policy for the Recapture of Program Income Generated From the Community Development Assistance Program**
- **Resolution – A Resolution Amending Resolution 2003-20 – Downtown Improvement Program Guidelines & Downtown Tax Increment Redevelopment Program**

City Manager Christie commented regarding a memo from City Clerk Marshall following discussion in Staff Meeting this morning regarding a possible concern to creating the new Financial Review Committee – the concern is that a Council created committee that includes membership of three citizens, more than likely, based upon what Marshall found out from a call to Ansel Glink, would be subject to the open meetings act, notice, minutes and would be public. He is still going to stick with his recommendation because he feels strongly in having citizen representation on committees; however wanted council to be aware that this may be seen by some as an impediment, people that might be desirous of requesting financial assistance may be concerned that it would be an open meeting. Councilman Black also expressed concern that the proposed TIF Review Committee made up of citizens would be an open meeting and would be a concern for some wishing to request financial assistance.

**Councilman Meador moved and Councilman Black seconded the motion to table discussion on the resolution authorizing a City Policy for the Creation of a Loan/TIF Review Committee for the Purpose of Reviewing all Requests for Financial Assistance. Roll call vote: AYES: Councilmen Huddlestun, Black, Bringwald, Meador, and Mayor Raymer. NAYS: None. Motion carried.**

**Resolution 2011-08:**

**Councilman Black moved and Councilman Meador seconded the motion to approve Resolution – 2011-08 Amending Resolutions 89-3 and 2004-09 – A City Policy for the Recapture of Program Income Generated From the Community Development Assistance Program; Roll call vote. AYES: Councilmen Bringwald, Meador, Huddlestun, Black, Mayor Raymer. NAYS: None. Motion carried.**

**Resolution 2011-09**

**Councilman Black moved and Councilman Meador seconded the motion to approve Resolution – 2011-09 – A Resolution Amending Resolution 2003-20 – Downtown Improvement Program Guidelines & Downtown Tax Increment Redevelopment Program . Roll call vote. AYES: Councilmen Huddlestun, Black, Bringwald, Meador, Mayor Raymer. NAYS: None. Motion carried.**

**5. Ordinance - Second Reading – An Ordinance Amending Chapter 2 of the City Code, by repealing Sec. 181 through Sec. 185 and replacing them with a new City of Salem Controlled Substance Use and Alcohol Abuse Program.**

**Ordinance 2011-13:**

**Motion was made by Councilman Black, seconded by Councilman Huddlestun to approve Ordinance 2011-13, an Ordinance Amending Chapter 2 of the City Code, by repealing Sec. 181 through Sec. 185 and replacing them with a new City of Salem Controlled Substance Use and Alcohol Abuse Program. Roll call vote. AYES: Councilmen Black, Bringwald, Meador, Huddlestun, and Mayor Raymer. NAYS: None. Motion carried.**

**6. Application for Taxi License from Robert L. Baggett**

Chief Campo reported he did a background check on Mr. Baggett and his drivers and found a few minor issues, but none that would violate our ordinance. He commented that he called the City of Centralia about their business practices in town and they recommended them indicating they had no problems. Chief Campo indicated that the applicants meet our ordinance criteria. **Councilman Meador moved and Councilman Black seconded the motion to approve issuance of the Taxi Cab license to Robert L. Baggett and the driver permits as presented. Roll call vote: AYES: Councilmen Bringwald, Meador, Huddlestun, Black, and Mayor Raymer. NAYS: None. Motion carried.**

**7. Report from City Manager Regarding Strategic Planning and Goal Setting**

City Manager Christie made a power point presentation on Strategic Planning explaining the benefits, guidelines to keep perspective during planning, who should be involved, cautions, Vision Statement, Mission Statement, values, difference of vision and mission, the planning process, and the goals, objectives and targets.

Mayor Raymer asked is this is something that Council should pursue. Council discussed looking into holding planning workshops and the need to have more information regarding Strategic Planning and Goal Setting.

**After Reports:**

**8. Executive Session: 5 ILCS 120/2(c)(1)Performance of Specific Employee**

**VI. CITY MANAGER REPORT**

City Manager complimented Finance Director Brown upon attending a seminar with the company that provides accounting software for the city at which she found they have software available that will actually do a direct-create of our budget. He indicated at present the financial information is transferred to excel spreadsheets which are the form the budgets are printed in and that this will eliminate the chance of errors in transferring budget information in the budget preparation process.

**VII. CITY ATTORNEY REPORT - none**

**VIII. CITY COUNCIL REPORT**

Councilman Huddlestun reported he had received one complaint this week about the large number of pigeons downtown.

**IX. FINANCIAL REPORT - none**

**8. Executive Session: 5 ILCS 120/2 (c) (1) Performance of Specific Employee at 6:45 p.m. Councilman Black moved and Councilman Huddlestun seconded the motion to enter into closed session for the purpose to review performance of specific employee. Roll call vote: AYES: Councilmen Meador, Huddlestun, Black, Bringwald and Mayor Raymer. NAYS: None. Motion carried.**

**Open Session at 7:55 P.M.**

**9. Approval of Closed Session Minutes of July 5, 2011 and August 15, 2011**

Upon return to open session at 7:55 P.M. **Councilman Black moved and Councilman Huddlestun seconded the motion to approve the closed session minutes of July 5, 2011 and August 15, 2011 as written. Roll call vote: AYES: Councilmen Bringwald, Meador, Huddlestun, Black, and Mayor Raymer. N AYS: None. Motion carried.**

**X. ADJOURNMENT**

There being no further business for discussion at 7:56 P.M., **Councilman Black moved and Councilman Huddlestun seconded the motion to adjourn. Roll call vote: AYES: Councilmen Meador, Huddlestun, Black, Bringwald and Mayor Raymer. NAYS: None. Motion carried.**

Jane Marshall, CMC

City Clerk

Minutes approved by City Council at regular meeting of 9-19-11