

**AGENDA  
CITY OF SALEM  
REGULAR CITY COUNCIL MEETING  
DECEMBER 5, 2010  
6:00 P.M.**

- I. Call to Order**
- II. Prayer and Pledge of Allegiance**
- III. Presentation of Petitions/Public Comments**
- IV. Mayor's Report and Presentation**
  - a. Appointment of Interim City Manager – Deborah D. McKinney Huff
  - b. Appointment of New Police Officer – Trent M. Swagler
  - c. Introduction of New Code Enforcement Officer – Brian Hunt
  - d. Proclamation by the Mayor – December 2011 as “Drunk and Drugged Driving Prevention Month”
  - e. Review Job Description for Position of City Manager
- V. City Council Action**
  - 1. Consent Agenda:
    - a. Approval of Minutes - Regular Meeting 11/21/11; Special Meeting 11/28/11
    - a. Resolution 2011-13 – 2011 MFT Sidewalk Projects
    - b. Resolution 2011-14 – 2011 MFT Street Improvement Projects
    - d. Authorize Annual Funding Payment of \$15,000 to SBIC
  - 2. Renewal of Part Self-funded Employee Health Insurance Coverage
  - 3. Consideration of Tax Levy for Library
  - 4. Animal Control Discussion
- VI. City Manager Report**
- VII. City Attorney Report**
- VIII. Finance Director Report**
- IX. City Council Report**
- X. Adjournment**

Deborah D. McKinney Huff  
Interim City Manager

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**MINUTES  
CITY OF SALEM  
REGULAR CITY COUNCIL MEETING  
DECEMBER 5, 2011  
6:00 P.M.**

**I. CALL TO ORDER**

The Salem City Council met in regular session on Monday, December 5, 2011, at the hour of 6:00 p.m. in the Council Chambers of Salem City Hall. Mayor John Raymer called the Meeting to order.

**Council Members present upon roll call:**

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

**Others Present:**

Interim City Manager Deborah McKinney Huff	
City Attorney Michael R. Jones	Chief of Police Ron Campo
City Clerk Jane Marshall	Economic Dev Director Tracey McDaneld
Finance Director Jane Brown	Public Works Director John Pruden
Assistant to the City Manager Bev West	Recreation Director Sherry Daniels
Library Director Kim Keller	

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

**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**

None.

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

Mayor Raymer reported:

- The Waste Water Treatment Plant has been notified by the Illinois Association of Water Pollution Control Operations that the City of Salem has been nominated for an honored award for “Best Operated Wastewater Treatment Works”. They were one of six nominated from the 184 Group 1 facilities considered statewide.
- Recognized all who participated in the “Christmas in My Hometown” events on Friday, December 2<sup>nd</sup> coordinated by the Recreation Department
- **Appointment of Interim City Manager – Deborah D. McKinney Huff**  
Mayor Raymer introduced Deborah McKinney Huff and welcomed her as the Interim City Manager beginning December 1, 2011 until a new City Manager is hired. The Official oath was administered and the Official Commission presented to Ms. Huff.
- **Appointment of New Police Officer – Trent M. Swagler**  
The Official Oath was administered and the Official Commission presented to Trent M. Swagler, new Police Officer, beginning December 6, 2011. His wife was present during the presentation and pinned the badge on for him.
- **Introduction of New Code Enforcement Officer – Brian Hunt**  
Mayor Raymer introduced the new Code Enforcement Officer, Brian Hunt, who will begin his duties on December 12<sup>th</sup>.
- **Proclamation by the Mayor – December 2011 as “Drunk and Drugged Driving Prevention Month”**  
Mayor Raymer presented a Proclamation by the Mayor, proclaiming December as “Drunk and Drugged Driving Prevention Month”.
- **Review Job Description for Position of City Manager**  
Mayor Raymer asked Council to review the job description for City Manager and should they have any additions or changes to make to bring them back for discussion.

V. **CITY COUNCIL ACTION**

1. **Consent Agenda:**

- Approval of Minutes - Regular Meeting 11/21/11; Special Meeting 11/28/11
- Resolution 2011-13 – 2011 MFT Sidewalk Projects
- Resolution 2011-14 – 2011 MFT Street Improvement Projects
- Authorize Annual Funding Payment of \$15,000 to SBIC

**Councilman Meador moved and Councilman Bringwald seconded the motion to approve the Consent Agenda as presented. Roll call vote: AYES: Councilmen Bringwald, Meador, Huddlestun, Black, Mayor Raymer. NAYS: None. Motion carried.**

2. **Renewal of Part Self-funded Employee Health Insurance Coverage**

David Andreas with Mutual Medical, third party administrator for the city’s partly self-funded health insurance, was present along with Pam Chaney and Todd Dobbs, representatives from Chaney and Karch Insurance. Mr. Andreas addressed Council regarding the insurance renewal. He advised that the life insurance will renew at the same rate as currently being paid. He explained that overall the plan has done well, the current plan year ending in December, three individuals exceeded the stop-loss amount; however there was an increase in claims under \$35,000.00.

Andreas recommended the City maintain the current stop-loss of \$35,000 and that the City fund for the maximum liability to build up reserves. He commented that they met with the employee’s insurance committee and reviewed the information with them, explaining to them that they should expect a 9% increase in their contributions. He explained that the employees do understand the increase and are supportive of that. Ms. Lamb, commented that both unions were represented and they were all in agreement to the 9% increase.

**Councilman Black moved and Councilman Huddlestun seconded the motion to approve the renewal of the City’s partly self-funded Employee Health Insurance Coverage with Mutual Medical. Roll call vote: AYES: Councilmen Meador, Huddlestun, Black, Bringwald, and Mayor Raymer. NAYS: None. Motion carried.**

**3. Consideration of Tax Levy for Library**

Mayor Raymer explained the library receives funding from the City and also from the State of Illinois known as the capital library grant. The capital grant requires that there be a .13 tax rate in behalf of the library and since the city does their tax levy for them, and pass the money along, the finance director is asking direction for how to proceed with the levy. The amount would be \$3,800 that would move from the General Fund to the Library Fund so they would qualify for the capital grant from the state. Raymer commented there is an appeal process if the amount falls below the amount to qualify for the capital grant.

City Manager Huff commented that new information was received from Library Director Kim Keller today regarding legislation that was just passed last week. Keller reported that last week legislation went into effect that approved a three-year waiver for all the Municipal Libraries that received a per capita grant last year; they will be grandfathered for the next three years for the requirement for the grant; adding the library will still need operating revenue.

Discussion regarding the need to increase the levy for the library was tabled in light of the new information.

**Councilman Black moved and Councilman Huddlestun seconded the motion to table discussion regarding the tax levy portion for the library. Roll call vote: AYES: Councilmen Huddlestun, Black, Bringwald, Meador, and Mayor Raymer. NAYS: None. Motion carried.**

**4. Animal Control Discussion**

Mayor Raymer gave an update on the animal control issue; indicating negotiations are still being made with Dr. Douglas – total amount of contract and education component to go to elementary schools. Plan to bring back for action at December 19<sup>th</sup> meeting and Dr. Douglas indicated eh would be ready to begin operations by January 1, 2012 if contract is approved.

No action taken.

**XI. CITY MANAGER REPORT**

Ms. Huff commented she has had an opportunity to meet with all the Department Directors and appreciates each and everyone of them. She also thanked the City of Salem for this opportunity.

**XII. CITY ATTORNEY REPORT – No Report**

**XIII. FINANCE DIRECTOR REPORT – No Report**

**XIV. CITY COUNCIL REPORTS**

Councilman Huddlestun reported that the “Christmas in My Hometown” events went very well. He commented that when he lived in California, the schools decorated areas in the park which drew a lot of people in to visit, suggesting that this may be something the Recreation Department may want to work on for next year, considering the Court House lawn for the location.

Mayor Raymer reported that a Proclamation by the Mayor was prepared recognizing Major Stephanie R. Arndt, a native of Salem who retired from the U.S. Marine Corps after serving our country twenty years, during which time she completed assignments in Croatia and Egypt; represented our city in the Global War on Terror and participating in Operations Enduring Freedom and Iraqi Freedom.

**XV. ADJOURNMENT**

At 6:57 P.M., Councilman Black moved and Councilman Huddlestun seconded the motion to adjourn. Roll call vote: AYES: Councilmen Black, Bringwald, Meador, Huddlestun, and Mayor Raymer. NAYS: None. Motion carried.

Jane Marshall, CMC  
City Clerk

Minutes approved as written by City Council on December 19, 2011.