

**AGENDA
CITY OF SALEM
CITY COUNCIL MEETING
MAY 20, 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 - Continued**
 - 1. Consent Agenda:
 - a. Approval of Minutes – Regular Meeting May 6, 2013
 - 2. Bills Payable for Period Ending May 16, 2013
 - 3. Relay for Life Reservation of Men's Softball Field for American Cancer Society Fundraiser
 - 4. Softball Tournament Reservation of Men's Softball Field
 - 5. Ordinance Authorizing Sale of Salem Personal Property
 - 6. Recommendation from Planning Commission for New Residential Special Use Pertaining to Armory Project
 - 7. Purchase Request for Computer System at City Hall
 - 8. Purchase Request for Rt 37 & Kell Street Pump Station
 - 9. Purchase Request for ½ Ton Truck for Gas Dept
 - 10. Purchase Request for ¾ Ton Truck for Street Dept
 - 11. Purchase Request for 1 Ton Truck for Leaf Vac
 - 12. Purchase Request for FY14 Gas Projects – Bids for Labor & Materials
- VI. **City Manager Report**
- VII. **City Attorney Report**
- VIII. **Finance Director Report**
- IX. **City Council Report**
- X. **Adjournment**

Bill Gruen
City Manager

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**MINUTES
CITY OF SALEM
REGULAR CITY COUNCIL MEETING
MAY 20, 2013**

I. **CALL TO ORDER**

The Salem City Council met in regular session on May 20, 2013, at the hour of 6:00 p.m. in the Council Chambers of Salem City Hall, 101 S. Broadway, Salem, IL. The meeting was called to order by Mayor Pro-Tem David Black.

Council Members present upon roll call:

Councilman Jim Baity
Councilwoman Sue Morgan

Councilman Royce Bringwald
Councilman/Mayor Pro-Tem David Black

Absent: Mayor Raymer

Others Present:

City Manager Bill Gruen
City Clerk Bev West
Public Works Director John Pruden
Code Enforcement Officer Brian Hunt
Library Director Kim Keller

City Attorney Michael R. Jones
Finance Director Ben Stratemeyer
Chief of Police Ron Campo
Recreation Director Sherry Daniels
Economic Development Director
Jeanne Gustafson

Also present: Media: Salem Times Commoner; WJBD Radio; and US Sonet (video recording), along with several members of the Public.

II. **PRAYER AND PLEDGE OF ALLEGIANCE**

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

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

Randall Stanfield, 414 E. McMackin, Salem, IL addressed Council to express his concern about the two dilapidated properties directly east of Chico's Restaurant. Mr. Stanfield indicated the buildings are derelict, inhabited by animals, and the metal roof is a safety hazard. Stanfield asked where code violation notices are being sent, and if the owners are paying the fines. Mr. Stanfield indicated he had brought this up to Council approximately 6-7 years ago, and the situation has not been rectified.

Mayor Pro-Tem Black asked Code Enforcement Officer Brian Hunt if he was working on this. Mr. Hunt indicated he had only provided the owners' address to Mr. Stanfield. City Attorney Jones added that at any given time, the City has a list of derelict buildings awaiting demolition. Code Enforcement Officer Hunt responded that the feed building is mostly concrete, and his limited demolition budget will not allow for the City to perform the demolition.

Mayor Pro-Tem Black suggested removing the upper portion of the building, which is not concrete, and taking steps to clean up the trees, brush and trash. City Manager Gruen indicated the properties are in the TIF district, and there may be TIF funds available to help with the cost of demolition. Gruen indicated City Council may want to make a policy decision as to whether they would want to demolish buildings on properties that the City would not want to take possession of. Mayor Pro-Tem Black directed City Manager Gruen to check into the possibility of using TIF funds to demolish the building and bring it back to the next meeting, and to proceed with cutting down of trees and shrubs.

Mr. Stanfield also mentioned there is a bump in Rotan Street leading to his east entrance that his customers have been scraping their cars on for 28 years. Mayor Pro-Tem asked Public Works Director John Pruden to look into it.

IV. MAYORS REPORT AND PRESENTATIONS

No report or presentations.

V. CITY COUNCIL ACTION

1. Consent Agenda:

a. Approval of Minutes – Regular Meeting May 6, 2013.

Minutes of the May 6, 2013 regular meeting were presented. **Councilman Bringwald moved and Councilman Baity seconded the motion to approve the minutes of the Regular City Council Meeting of May 6, 2013 as written, and waive the reading. Roll call vote: AYES: Councilman Bringwald, Councilwoman Morgan, Councilman Baity and Councilman Black. NAYS: None. Motion carried.**

2. Bills Payable

Bills Payable for period ending May 16, 2013 were presented for action. Following review period, **Councilwoman Morgan moved and Councilman Bringwald seconded that accounts payable be approved as presented. Roll call vote: AYES: Councilwoman Morgan, Councilman Baity, Councilman Bringwald, and Councilman Black. Motion carried.**

3. Relay for Life Reservation of Men's Softball Field

City Manager Gruen indicated the City has received a request from the Marion County Savings Bank Relay Team for a fundraising tournament to be held on June 1st. Recreation Director Daniels has indicated there is no scheduling conflict. Gruen added that is common practice for Council to waive fees for fundraisers. **Councilman Bringwald moved and Councilman Baity seconded that use of the men's field on June 1st be approved, and the fees waived. Roll call vote: Ayes: Councilman Baity, Councilman Bringwald, Councilwoman Morgan, Councilman Black. NAY: None. Motion carried.**

4. Softball Tournament Reservation of Men's Softball Field

City Manager Gruen indicated the City has received a request is from Shawn Rasul, who did a fundraiser last year to raise funds for Bryan Park, which the City appreciated. This tournament is a cash pay-out tournament to winning teams, and is not a fundraiser for any particular organization. The rental fee for the field is \$130.00, and Recreation Director Sherry Daniels has indicated there is no scheduling conflict. **Councilman Bringwald moved and Councilwoman Morgan seconded that use of the men's field on July 6-7 be approved, as presented. Roll call vote: AYES: Councilman Bringwald, Councilwoman Morgan, Councilman Baity, Councilman Black. Motion carried.** Recreation Director Daniels indicated she would invoice Mr. Rasul for field usage.

5. Ordinance Authorizing Sale of Salem Personal Property

City Manager Gruen indicated these are items the City has no further use for, and City Council must take action authorizing their disposal. Councilman Black questioned some of the items on the list. Sergeant Miller responded that some of the miscellaneous items are from the Police Department's lost-and-found items. Public Works Director Pruden indicated some of the items will be disposed of at

auction, yet to be scheduled, and some of the electronics will be recycled. **Motion was made by Councilwoman Morgan and seconded by Councilman Bringwald that Ordinance 2013-08 authorizing sale of Salem Personal Property be approved. Roll call vote: Councilwoman Morgan, Councilman Baity, Councilman Bringwald, Councilman Black. NAYS: None. Motion carried.**

6. Recommendation from Planning Commission for New Residential Special Use Pertaining to Armory

City Manager Gruen indicated the City had been approached by the Department of Military Affairs last year regarding its desire to donate the Armory to the City. As the City did not want to provide maintenance and utilities for the building, and we wanted to see what interest was out there from the community, the City requested proposals for use of the building. Several informational packets and tours were given, but the only proposal was from John Andrews. The City has been in a holding pattern while the State rectified an error in the paperwork that occurred last year.

In an effort to protect the residential character of the surrounding neighborhood, it was determined that a very specific Special Use might be more appropriate than changing the zoning of the property. The proposed uses are not currently allowed by Special Use, and require a change in the Zoning Code. The special use proposed, and recommended by the Planning Commission. is:

Multi-use facility provided that it is located on land comprised of at least two parcels covering at least 2.25 acres and which was previously used by the State of Illinois for military purposes. Such a multi-use facility shall allow for the following uses:

- (a) A communication utility which provides internet, telephone and/or television services;*
- (b) A business offering entertainment an amusement to the general public, all of which must be contained inside structures;*
- (c) Uses of local government, including emergency management;*
- (d) Uses of local organizations for offices, meetings, and events, including patriotic, veterans' organizations chartered and incorporated by the US Congress and/or organizations that promote community enhancement.*

Discussion ensued regarding whether the description should read “shall **allow** for the following uses” or “shall **provide** for the following uses. Manager Gruen indicated the term “allow” would allow any of the four uses listed, and “provide” for require that all four were in place. Councilwoman Morgan indicated she would like to see it read “allow”, and received the general concurrence of the Council.

City Manager Gruen indicated this is the first step. If Council takes action to amend the Zoning Code to add this special use to the list of permitted special uses, Mr. Andrews will still have to apply for a Special Use through the Planning Commission, and appear at a Public Hearing, of which all the neighboring property owners will be notified.

City Manager Gruen indicated he would like to see this held over until the next meeting, and asked if there would be any issues caused by delaying action until the next meeting. John Andrews indicated he is under some stringent time constraints, and asked that Council take action during the current meeting. Zoning Administrator Bev West indicated she would have to send out notices of the public hearing regarding Mr. Andrews request before Council had actually taken action on amending the code. The City Attorney recommended against sending notices prior to the change.

Councilman Bringwald indicated he would like to see Council act on this, since there will be another meeting at the Planning Commission level. City Attorney Jones indicated it would take an affirmative vote by four members of Council to pass the amendment on first reading. **Councilman Bringwald moved and Councilwoman Morgan seconded that that Ordinance 2013-09 amending Chapter 23-160 be approved, with “shall” changed to “allow”, as discussed. Roll call vote: AYES: Councilman Baity, Councilman Bringwald, Councilwoman Morgan, Councilman Black. Motion carried.**

7. **Purchase Request for Computer System at City Hall**
 City Manager Gruen indicated proposals were received from Expert Computers and H & H Computers. The proposals were largely similar, with the server on the proposal from Expert being preferred. Additionally, the individual desktop computers were slightly lower in price than those proposed by H & H. One of the factors that made Expert Computers' proposal higher was that he has estimated 15 hours of labor to set up and transfer files to the server. City Manager Gruen indicated that the server contains all of our financial and utility information, and he feels Expert's estimate is probably fair. Items on the Expert Computer's proposal are: Dell Server, 10 desktops, one Dell laptop for the City Manger, downgrading to XP, 2 scanners, 3 licenses of Adobe Acrobat, for a total of #17,164.00. City Manager Gruen indicated he had budgeted \$20,000 for the computer system, and recommends purchase from Expert Computers in the amount of \$17,164.00.
- Councilman Black indicated he had some questions about downgrading to XP, and had contacted Will at Expert Computers to discuss it further. Will indicated XP will be current for the next 3-5 years, at which time it will be necessary to start looking at system replacement again. **Councilman Baity moved and Councilman Bringwald seconded that the proposal from Expert Computers in the amount of \$17,164.00 be approved. Roll call vote: AYES: Councilwoman Morgan, Councilman Baity, Councilman Bringwald, Councilman Black. Motion carried.**
8. **Purchase Request for Rt. 37 & Kell Street Pump Station**
 City Manger Gruen indicated the City Council had previously recommended moving forward on the pump station replacement. Public Works Director John Pruden is recommending acceptance of the low bid on Proposal 2013-08 from Kassen Excavating in the amount of \$26,285.00. **Councilman Bringwald moved and Councilwoman Morgan seconded that Kassen be awarded the bid for reconstruction of the Rt. 37 and Kell Street pump station. Roll call vote: AYES: Councilman Baity, Councilman Bringwald, Councilwoman Morgan, Councilman Black. NAYS: None. Motion carried.**
9. **Purchase Request for ½ Ton Truck for Gas Department**
 City Manager Gruen indicated John Pruden is recommending acceptance of the bid on Proposal 2013-08 for a ½ ton pickup truck for the Gas Department from Schmidt Ford in the amount of \$20,605.00. **Councilwoman Morgan moved and Councilman Bringwald seconded the purchase of a ½ ton pickup truck for the Gas Department from Schmidt ford in the amount of \$20,605.00. Roll call vote: AYES: Councilman Bringwald, Councilwoman Morgan, Councilman Baity, Councilman Black. NAY: None. Motion carried.**
10. **Purchase Request for ¾ Ton Truck for Street Department**
 City Manager Gruen indicated John Pruden is recommending acceptance of the bid on Proposal 2013-09 from the State Bid – Bob Ridings Ford, Taylorville, IL, in the amount of \$17,840.00. **Councilman Bringwald moved and Councilman Baity seconded the purchase of a ¾ ton pickup truck for the Street Department from Bob Ridings Ford in the amount of \$17,840.00. Roll call vote: AYES: Councilwoman Morgan, Councilman Baity, Councilman Bringwald, Councilman Black. NAYS: None. Motion carried.**
11. **Purchase Request for 1 ton Dump Truck**
 City Manager Gruen indicated bids were solicited for a 1 ton dump truck. Public Works Director John Pruden recommended rejecting the bids received, and re-bidding with the State bid in July. **Councilman Bringwald moved and Councilwoman Morgan seconded that the bids be rejected and rebid in July. Roll call vote: AYES: Councilman Bringwald, Councilwoman Morgan, Councilman Baity, Councilman Black. NAYS: None. Motion carried.**
12. **Purchase Request for FY14 Gas Projects – Bids for Labor and Materials**
 City Manager Gruen indicated bids were solicited for labor and material for the 2013 Natural Gas Line Improvement project. Public Works Director John Pruden is recommending award to the low bidders in each category: Materials – Consolidated Pipe & Supply in the amount of \$16,966.75 and Labor – Kieffer Brothers Construction in the amount of \$194,835.00. **Councilman Bringwald moved and Councilman Baity seconded that the low bidders in each category (Consolidated Pipe & Supply in the amount of \$16,966.75 and Keiffer Brothers Construction in the amount of \$194,835.00) be awarded the bid. Roll call vote:**

AYES: Councilwoman Morgan, Councilman Baity, Councilman Bringwald, Councilman Black. NAYS: None. Motion carried.

VI. CITY MANAGER REPORT

City Manager Gruen reported that he had attended the 30th Anniversary party for North American Lighting. NAL officials expressed much pride in their operation, and in Salem, and expressed confidence and optimism for another 30 Years.

VII. CITY ATTORNEY REPORT – No report.

VIII. FINANCE DIRECTOR REPORT – No report.

IX. CITY COUNCIL REPORT

Councilwoman Morgan indicated she had met with Code Enforcement Officer Brian Hunt, and did a ride-along to see what he's working on. Councilwoman Morgan added that she hopes more citizens will be bringing their properties up to code. City Manager Gruen responded that he has been discussing this with the Chief of Police, City Attorney, and Code Enforcement Officer, and they may tweak how the City handles tall grass, garbage and derelict home code violations.

Councilman Black pointed out that the Annual Police Pension report indicates the fund spent more than it took in, and asked the Finance Director if the fund is okay. Mr. Stratemeyer responded that we are in a zero interest rate environment, but the fund is okay.

X. ADJOURNMENT

There being no further business for discussion at 7:05 p.m., **Councilman Bringwald moved and Councilman Baity seconded the motion to adjourn. Roll call vote: AYES: Councilman Bringwald, Councilwoman Morgan, Councilman Baity, Councilman Black. Motion carried.**

**Bev West, CMC
City Clerk**