July 3, 2019

WINCHESTER CITY COUNCIL MEETING

The Winchester City Council held their monthly meeting July 3, 2019 at City Hall.

Mayor Rex McIntire called the meeting to order, with the following council members present: Ron Bell, Lawrence Coultas, Cathy Debold, Terry Gregory, Bill Jacquot, Jeff Pittman and City Clerk, Brenda Robinson.

Also in attendance: George Lindsey, Police Chief; John Simmons, Supt of Public Works; John Paul Coonrod, City Attorney; and Reg Benton, Benton & Associates.

**MOTION**: Lawrence Coultas moved and Cathy Debold seconded to pay bills as presented with one question. Roll call resulted in all yeas. Motion carried.

**MOTION**: Lawrence Coultas moved and Terry Gregory seconded to approve and dispense with the reading of the minutes from the previous meeting with some noted corrections. Roll call resulted in all yeas. Motion carried.

**George Lindsey, Police Chief** wanted to update the council about the blue squad car. He finally got together with Jeff Kemper about looking at it. Kemper drove it and thought it was the transmission as he earlier said it was. He had given a quote of $1,500 to fix it. He called in the parts and it will take about a week for them to come in. Lindsey said there might be a problem, part-time officer Nate White would like to use the blue car to drive back and forth from Murrayville but thought that might cause a problem because full-time office Matt Watson who just moved to the Hillview blacktop would like one also. Lindsey thought there was only 84,000 miles on the squad car. It was decided not to let either one drive a city car home, because they could hit a deer, etc and we would be down to two (2) cars again. It was approved last fall to get it fixed so get it fixed.

**John Simmons, Supt of Public Works** was not presentat the current time**.** His monthly report was passed out as follows: brush pickup; 17 Julie locates; 18 work orders and 2 funerals; 4 gas leaks; odorant sniff test; take odorize reading for the month; monthly meter readings; pool doing ok; cemetery mowed and had 35 bales; lagoons mowed and had 26 bales of hay; Charlie mowed; empty quarters in water shed; some pod work; started concrete work; poured 3 yards concrete; relocate gas service for Bob Howard; lots of patching; City wide cleanup; 2 new gas services due to relocate; Brian Taylor, new water service; Elmo;s water meter; and change out meter.

**Cathy Debold** said she went into Studio 29 and noticed when they were removing the old sidewalk they had broken some of the tiles going into Studio 29 and wondered if the City would replace them. Mayor McIntire said he wasn’t aware of this but it would be fixed.

**Lawrence Coultas** said John Simmons had asked about hiring a special person and said he thought they should look at applications again. He said if Simmons had told them earlier he needed more help they could have done something. This will be discussed in closed session.

**Leland Evans** is going to have cataract surgery on both eyes. He will be out about 5 weeks. Ron Bell said he thought he was having the old style surgery, doing one (1) eye then waiting two (2) weeks to have the other eye fixed.

**Lawrence Coultas** said Eric Tuey had contacted him about a tree between his property & Denton Coonrod’s. He stated it was in bad shape and it was on the boulevard. The City guys will look at it.

**Reg Benton, Benton & Associates** updated the council on the MFT funding. Every municipal in IDOT District 6, which we are in, is waiting to hear about their funding. The person who reviews and processes them is on maternity leave, so it could take longer to hear. It would be good to get a bid date established. At this time there is no paper work to review. It is better to do the oiling and chipping in warm weather. A special meeting might be needed unless the bid comes in under the projected cost. If the bid comes in under bid and the city approved it will be ok. There are more MFT funds coming to the locals with the capitol funding.

The sludge testing and sludge reducing chemical needs council approval. It is late and we have lost a month. This needs to be done in the warm weather. July 19 has been set aside to do the sludge testing at the lagoons. The cost is roughly $1,500 for the testing. This way testing will take place to see how much sludge is in the lagoon instead of draining the lagoon to remove it. The testing will be done mainly at the lagoons and if it is as effective as they think they will go out further with the chemicals. The chemicals will cost approximately $7,000. There are 17 to 18 acres of lagoons and the sludge hasn’t been removed for several years. The lagoons were built in the 1970’s.

**Reg Benton** said Benton & Associates will celebrate 50 years in business on May 1, 2020 and Winchester was their first client. His parents were from Winchester and his father graduated from Winchester High School.

**MOTION**: Cathy Debold moved and Lawrence Coultas seconded to approve $1,500 for the sludge testing and $7,000 for the chemicals for a total of $8,500. Roll call resulted in all yeas. Motion carried.

**Reg Benton** gave council the status of the sewer on Mechanic St that was discussed last month. It is quite feasible and will take longer than anyone wants but will likely cost more. Benton said to most cost effective way to go is prepare a plan and submit to the Illinois EPA for a construction permit. They are seeing some lengthy review times for construction permits since there is no emergency prevision for waste water side of things. You could go ahead and install the water main and get the permit later but there is no emergency provision on the waste water side. If council would want to do that instead of preparing a full set of bidding documents they will put together an abbreviated set of documents instead solicit up to three (3) contractors to bid on it. This has been a problem in the past and is getting worse with the water this year. There will be no less than an 8-inch sewer line. The cost would be close to $100,000 instead of $50,000 with total expenditures. Benton stated he didn’t know where the sewer lines were at & that would affect the cost of the project. He said he didn’t think the project would be enough to try to a waste water grant. Grants must be $250,000 and this project is nowhere near that. It could take about two (2) years to complete. The mayor asked about a low interest loan but would have to have an approved facility plan, get the construction permits and then wait until this project would be high enough to be funded. You have the option to borrow locally. He doesn’t know the waste water funds, mayor said they were not very strong. Benton does not need an answer tonight. He said it was involved and will cost more than anyone wants it to except homeowners involved. They would start at the top of Mechanic St and come to the cross the branch to the manhole that was installed with the West Side Trunk Sewer Project which is over 500-feet long. A survey would have to be done to apply for the low interest loan. They did a study with google but it is no way accurate. The cost goes up substantially if you go over 8-feet deep. The material is cheaper than the construction. There is fiber optic on the East side of the street and the sewer is on the west. Bill Jacquot said there are some people on North Main that would be interested in this, what would be the pros and cons or advantages or disadvantages to pool both projects. Benton said there would be some small advantages with only paying small mobilization one time. He asked if there was a sanitation system that needs repaired or replaced and was told it would be new installation. He was told when the city begins utilizing the purchased property that would turn farm ground to commercial property. If the city wants to develop the ground they will have to go to Commercial St. Benton suggested the council approve the survey, design & permit for the S Mechanic St. sewer project. McIntire said six (6) years ago he asked a 50¢ increase to the sewer rates as an infrastructure fee but it was not approved. If this had been approved it would help with costs.

**MOTION:** Bill Jacquot moved and Jeff Pittman seconded to approve survey, design & permit not to exceed $17,000 from Benton & Associates for the S. Mechanic St project. Roll call resulted in all yeas. Motion carried.

**Mayor McIntire** read a letter from the Outreach Community Center asking for a donation for their annual Back to School Bash, to help with school supplies. It was decided to donate $100.

**MOTION:** Ron Bell moved and Cathy Debold seconded to donate $100 to the Back to School Bash sponsored by the Outreach Community Center. Roll call resulted in all yeas. Motion carried.

**Mayor McIntire** stated the community picnic will be in two (2) weeks. Last month it was voted on to purchase a sound system to be used at the car show, July 20 on the square. Sundown One of Springfield was the successful bidder at $1,488.99. The speakers we ordered are on back order won’t be available for 4 - 6 weeks. They are bringing down a compatible system and set it up on July 19 at 10:30 a.m. This is equipment they rent out but we can use it for free.

**Mayor McIntire** said we had received one-half of the Swimming Pool grant of $166,345.73.

**McIntire** said Amy Brown was on vacation but left her monthly report. The pool took a hit with all the things needed within the last month. It was noted the water fund was low, check it out. Benton & Associates needs to get the specks for the swimming pool for council approval so we can get started on the bidding project. Bill Jacquot said he would like to see the demolition begin Sept. 1. Council would like to see the balance for maintenance fee shown in the funds available.

**Mayor McIntire** reminded council Kevin Evans had resigned as library board president last month and Merrilyn Fedder is acting president. They need to appoint 3 to the board. They would like to have that on the agenda for next month. The library recommends the people with council approval. At this time they would like to appoint John Coonrod, Ande Fundel, & Robin Lyons to a three (3) year term if possible.

**MOTION**: Cathy Debold moved and Lawrence Coultas seconded to appoint John Coonrod, Ande Fundel and Robin Lyons to three (3) years on the library board if possible. Roll call resulted in all yeas. Motion carried.

**Cathy Debold** asked if they could get security cameras at the library. She was asked by the board to find out. Put this on the agenda next month.

**Mayor McIntire** said he was asked if they could close off Cornerstone Drive to through traffic on August 10 for the David Lashmett Memorial Tractor Pull. They have permission from Cornerstone Church to use their parking lot to park cars and will shuttle them to the fairgrounds for the event.

**John P Coonrod, City Attorney** has a draft agreement with SMG interconnect and the city. The actual meet up point easements on our side is complete. Dick Coon granted easement south of the hydrant. He should have the agreement next month for approval. He has approval from the road commissioner to cut the road.

**Bill Jacquot** reported the swimming pool had been inspected by Illinois Department of Public Health on June 6, 2019. There were five (5) citations:

1. Maintain pH between 7.2 & 7.6 ppm. Remedy: monitor chlorine & muriatic levels.
2. Add depth markers to the depth on both the gutter wall & deck and replace the missing 5-foot marker to deck at transition rope. Remedy: secure template for 5 ft and paint on deck. Pool wall will have to wait until 2020. Completed.
3. Add NO DIVING to deck at transition rope. Remedy: secure letters/template to paint words on deck, Completed.
4. Replace broken gutter grates. Remedy: change grates from under diving boards to ladder on both sides as temporary repair. Completed.
5. Secure floor drain grates in shower rooms. Remedy: apply silicone to secure grates. Completed.

Accounting procedures have improved with updated timesheets and deposits for admittance & concessions. There were fewer errors since June 10, 2019. Separate timesheets were initiated for each lifeguard and swim instructor. Then, there is one sheet with everyone. Timesheets are signed each week by the manager or assistant manager and submitted to Angie/Shelby each Tuesday night with the deposit from that day. Two initials/signatures are now on daily original receipts. A receipt book notes deposits from punch cards, pool passes, swim lessons and parties with yellow to city; pink retained by pool; and white to customer. Things appear to be smoother!

The Swimming Pool Board met on April 29, 2019. At that meeting, the board recommended that swim instructors receive $10.00 per daily session in a separate check as a contractual service. Monies for swim instructors would be reported on 1099 Form. That did not get in the May minutes. Swim instructors Isabella Cox and Logyn Little have been paid the appropriate amount. Other swim instructors have been paid their respective lifeguard hourly rate. Again, the intent was swim instructors receive $10 per session. A session is one hour per day. The Pool Board recommends $10 per session for ALL swim instructors retroactive to May 25, 2019.

At the Pool Board meeting on June 10, 2019, members discussed the number of lifeguards.There are seventeen (17) lifeguards and two (2) junior lifeguards on the roster at the present time. This maintains local employment of young adults in the community. It is a sufficient number to retain lifeguard interest for years to follow. That number provides for flexibility to schedule. Therefore, the position of the Pool Board is that 17 lifeguards and two junior lifeguards is NOT an excessive number of lifeguards.

Jim Dobson reported on July 1, 2019, that the check list is accurate. He received no phone calls the past two weeks. Backwash occurs every 2 – 3 days as opposed to every day when the pool opened. That is good news! Greg Hillis was in Winchester in mid-June to ask Dobson for suggestions for the pool grant. Closing date for the pool has not yet been determined.

The Swimming Pool needs a new immobilizer and buckles for the backboard. The current immobilizer and buckles make the backboard unusable. The Velcro does not now work and the buckles are broken. If there is an accident at the Pool and lifeguards need to use the backboard, the lifeguards would be unable to buckle anyone into the board. Angie ordered the head immobilizer and buckles. They are both on back order.

**MOTION**: Bill Jacquot moved and Terry Gregory seconded to move with council approval to approve $10 per session as swim instructor retroactive to May 25, 2019. Roll call resulted in all yeas. Motion carried.

**Bill Jacquot** reported on the cemetery as follows:

The Cemetery Committee – Terry, Jeff and Bill – with Leland Evans met on Wednesday, June 19, 2019 to mark 29 gravestones for repair. The list and cover letter will be sent to potential bidders. Wait till August meeting or authorize Committee to award low bid for the repairs?

The Cemetery committee was asked by John Simmons and Leland Evans to open the twelve lots immediately east of the existing city lots as city lots. There are only 17 gravesites now in said City lots. That is to say for 1 or 2 gravesites. Three or more gravesites must be purchased in the main section of the Cemetery. Bill asked John Paul Coonrod for precedence and/or resolution to open the twelve lots. Coonrod responded to open the twelve lots for purchase.

**MOTION**: Bill Jacquot moved and Cathy Debold seconded to go into closed session to discuss the Newman property and Seasonal help. Roll call resulted in all yeas. Motion carried. Council went into closed session at 9 p.m.

**MOTION**: Lawrence Coultas moved and Jeff Pittman seconded to come out of closed session. Motion carried. Council came out of closed session at 9:45 p.m.

The personnel committee authorized Mayor McIntire to hire seasonal full time help at $10.50 to $12 per hour.

**MOTION**: Ron Bell moved and Jeff Pittman seconded a resolution to authorize the personnel committee to authorize the mayor to hire full time seasonal help at $10.50 - $12 per hour. Roll call resulted in all yeas. Motion carried.

Mayor McIntire reported Leigh Winner was rough up by Father Nelson and has filed charges. The Scott County Sheriff department has not served papers on Father Nelson at this time. He needs help.

**MOTION**: Cathy Debold moved and Terry Gregory seconded to adjourn the meeting. Roll call resulted in all yeas. Motion carried. Meeting adjourned at 10 p.m.

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Rex McIntire, Mayor Brenda Robinson, City Clerk