

COMMITTEE-AT-LARGE MINUTES: FEBRUARY 17, 2015

The Committee-at-Large Meeting was held on Tuesday, February 17, 2015, at the New Baden Village Hall, 1 East Hanover Street and was called to order at 7:00 p.m. by Mayor Picard.

Present: Mayor Picard, Trustees Malina, Linthicum, Nielsen and Gunn. Board Members Absent: Trustees Oster and Mavrogeorge. Staff Members Present: Clerk Crane; Administrator Joost; Public Works Commissioner Renth; Police Chief Riley; Treasurer Pollmann; Chief Building & Zoning Official Green; and Attorney Gruenke.

Closed Session Minute Review Committee

Administrator Joost recommends that the Village formalize the process for reviewing and approving the minutes of closed sessions. By state statute, closed session minutes should be reviewed at least twice per year to determine whether they can be released and made available to the public. Mr. Joost recommends the creation by ordinance of a standing committee that would meet twice per year to review closed session minutes and determine which need to remain closed and which could be release. Trustees Gunn, Linthicum and Malina have volunteered to be on this committee. The ordinance creating this committee will be considered at the March meeting.

Request for Qualifications for Municipal Engineering Services

Administrator Joost recommends that the Village issue a Request for Qualification (RFQ) for Municipal Engineering Services. This RFQ would allow professional firms to express their interest in providing services to the Village and provide their qualifications for doing so. From those interested, the Village would select three or more to be on the Village's list of pre-qualified engineers; ranking would be based on each firms qualifications. When the Village has a project or task to be completed, any firm on the list could be approached to work out the scope, schedule and costs. An engineering firm would not be guaranteed work just because they are on the list of qualified engineers. Board members reviewed detailed information which was provided in their packets.

Roof Replacement Options

Administrator Joost reported that work should begin this spring on the replacement roofs that were damaged in the 2012 hailstorms. Contracts for these projects were awarded in August, 2014. Total cost of all contracts is \$111,292, which would leave a balance in the budget of \$18,158 from the original settlement agreement in the amount of \$129,450. Since the contracts were issued, Kehrer Brothers suggested some changes in approach: 1) For the flat pump house roof that retains water, they have proposed to improve drainage by adding 1/4" per foot tapered insulation; which would add a slight pitch to the roof. Jason Vandever, our engineer from Hurst-Rosche Engineers, Inc., advises this is reasonable and consistent with industry standards. The proposed cost for this additional work is \$1,150, increasing the pump house roof replacement to \$3,750; and 2) Kehrer proposes that the steep pitched roof at the Civic Center be changed to a complete tear off and replacement. This would increase the cost by \$21,400, to a total cost of \$56,500 for that section. Mr. Vandever notes that at \$6.42 per square foot, this is an excellent price and \$11,308 less than the insurance company's estimate for replacing the roof area. If the Board authorizes both of these changes, the total additional cost would be \$25,150, or \$6,992 more than budgeted. Because the advantages of the improved drainage at the pump house and the longevity a full replacement might add to the Civic Center roof, the Board may want to consider these options and budget an extra \$7,000, either in this years or next year's budget, depending upon when final payment would occur.

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New Baden Chamber of Commerce Property Easements

The New Baden Chamber of Commerce owns the lot at the corner of E. Cedar and IL Rte. 160 that they purchased from the Village of New Baden. While the Village owned the lot, utilities were extended through it and because it was under Village ownership, no easements were designated. That issue was not considered at the time of sale to the Chamber and now utilities exist on the lot without the protection of easements. This will be an issue when the Chamber sells the lot. The Village prepared easement documents but have been discussing with the Chamber what might be equitable compensation for the granting of the easements. A drainage ditch runs along the eastern edge of the property and has been difficult for the Chamber to maintain because of its depth; the Chamber has asked that the Village consider maintaining the ditch as in-kind compensation for the granting of the easements. For the proposed utility easement, figures were based on the amount paid to property owners for the water and sewer easements that extended utility services to the new Wesclin High School, which was \$1.50 per lineal foot. Using that rate, and the lineal length of the proposed utility easement on the Chamber lot of 383.5 feet, the "value" of this easement could therefore be established as a total of \$575.25. This "payment" would come in the form of the Village's public works staff cutting the ditch. Midrange of labor, benefits and some fuel comes out to about \$30 per hour. Work would be all hand weed eating, so maybe 3-4 hours per cutting – a value of \$90-\$120. Which means the Village's compensation is going to be in the form of 5-6 cuttings in total, charged at \$30 per hour for the number of required hours each time. This "payment" obligation would cease once the Chamber sold the lot, or once the maximum value of \$575.25 is reached, whichever occurs first. The Chamber has agreed to this approach. The consensus of the Board was in favor of this agreement. Necessary documents will be prepared for consideration at the March meeting.

Maintenance of Cemeteries and Village Properties

Discussion on maintenance of Village cemeteries (Greenmount and City) and other Village properties. In the past, 2-year contracts were awarded for the maintenance of the cemeteries, a seasonal employee was hired to maintain the other Village properties, a separate company was contracted for the Caylin Ridge detention pond and other areas were maintained by the public works department. Discussion on bidding out all of the projects per one contract or hiring a seasonal employee, If hiring a seasonal employee, that person would work more hours, which could approach 40 hours per week during the summer, but their position would end at the end of the summer. Administrator Joost will put information together for the March meeting.

Severe Weather Warning Sirens

Administrator Joost provided an update on the severe weather warning sirens. The total software and hardware cost to move the system to the police department will be in the range of \$3,000 - \$3,350 (new radio, \$850; new version of the software, \$1,500; replacing the backup battery in the alarm controller, \$50; a new laptop with Windows 7, \$450±; a serial interface cable, \$28±; and a UPS (Uninterrupted Power Supply) battery system as backup power for the radio and any other equipment, \$100-\$450). In reference to the actual sirens, Chief Riley, Sgt. Meinhardt and Mr. Joost met with a representative of American Signal Corp., manufacturer of the siren equipment, and discussed options with him, including a single speaker system on the west side of I-64 (which he will provide pricing). The representative stated during that meeting that the 8 speakers at each of our speaker locations can be redirected to customize our coverage pattern. Board members reviewed a map prepared by Mr. Joost showing the existing coverage and one with potential coverage if the speakers on each pole were redirected. The only equipment required would be a bucket truck to reach the speakers at the top of the poles.

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CodeRED Next Services Agreement & CodeRED Weather Warning Service Addendum

Clerk Crane stated that the CodeRED Weather Warning system contract is ready for approval and will be considered at the March meeting. This additional service offered by CodeRED, whom the Village currently uses for emergency notifications, automatically sends messages (phone, text, email) to citizens in the path of severe weather using the National Weather Service's storm based warnings to generate its geographically targeted notifications. Once the agreement is approved, an all-call will be made to residents making them aware of the new services. Residents will need to update their information to sign up for this new service, a link will be provided on the Village's website, and forms will be available for those residents who do not have internet access.

Converting from Appropriations to Budget System

Administrator Joost recommends that the convert from the appropriation system to the budget system of financial planning and management. To do so would require a two-thirds vote of the corporate authorities then holding office. Under the budget system, the Village would also need to appoint a "Budget Officer", who technically has responsibility for preparing / presenting the annual budget, although much of that work would be done by staff. Time is of a factor at this time. The budget needs to be adopted prior to the start of each fiscal year, so before May 1, 2015. Ten days before the budget is approved, a tentative budget must be available for public inspection. Not less than a week after it is made available, we would need to hold a public hearing. At that time, it can be approved, even with revisions, without another public hearing. Because of the timeline, many municipalities hold a special meeting at the end of April specifically to pass the budget, giving them some additional time. Consensus of the Board was in favor of this conversion to the Budget system.

Plumbing Inspector Draft Agreement

Board members reviewed a draft agreement for a Plumbing Inspector. State law now requires plumbing inspectors to not only be licensed but also certified by the Illinois Dept. of Public Health (IDPH). In the past, inspections have been deferred to the state inspector. Administrator Joost believes the Village needs to provide these inspections "in-house" to help assure timeliness. Rick Gerstner, who performs inspections for neighboring communities, has been approached about performing these services for the Village and he is interested in doing so. Chief Building and Zoning Official Green asked questions to Administrator Joost that will be addressed. The final version will be presented for consideration at the March meeting.

Trustee Malina left meeting at 7:58 p.m.

Residential Plumbing Permit Fee Increase

The residential plumbing permit fee is currently \$100. With three inspections typically required, the Village would be paying someone \$120 to inspect on behalf of the Village and we would lose at least \$20 per permit unless we raise the fee. Consensus of the Board was to increase the residential plumbing permit fee.

YMCA Proposed Agreement for 2015 Season Modifications

The proposed agreement with the YMCA for the operation of the Village pool during 2015 was forwarded it to the YMCA for final review. The YMCA is unwilling to be in a position of losing any money in the relationship with the Village. If at the end of the season they have not covered their expenses, they want to be made whole without a cap, which was previously included in the language. That language in section Operational Revenues, Expenses and Management Fee has since been modified to be acceptable to them. No other changes were made to the document. Discussion on the relationship with the YMCA and allowing them to operate for one more year and then make a decision to continue the partnership. The consensus of the Board was in favor of this change, the final agreement will be considered at the March meeting.

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Western Junction Rodeo Use of Park

Administrator Joost reported that he, Mayor Picard, Public Works Commissioner Renth, Park & Recreation Coordinator Renee Meinhardt, Scott Meinhardt (New Baden Chamber of Commerce President), and Tim Hintz (Park Board President) all met with Eric Hull on February 12th to discuss the possibility of holding his rodeo in New Baden. The meeting was productive with lots of questions, discussion and mutual brainstorming. In the end, those in attendance agreed that the area south of ball diamond #4 would allow the rodeo to use the park with minimal impact on other park uses, and perhaps without the need to restore that area if the rodeo intends to return in 2016. A formal contract will be presented to the Board at the March meeting for consideration.

There being no further business to discuss by the Village Board, a motion was made by Trustee Gunn and seconded by Trustee Nielsen to adjourn the meeting.

Ayes: Linthicum, Oster, Nielsen, Mavrogeorge, Gunn.

Nays: None.

Absent: Malina.

A majority of the Board voting aye, the motion carried and the meeting adjourned at 8:30 p.m.

Teri L Crane, Village Clerk

Approved: March 2, 2015