

**City of Auburn
Council Meeting
March 2, 2020**

Mayor Berola called the meeting to order at 7:00 p.m.

Present: Tom Berola, Julie Barnhill, Chris Warwick, Lori Basiewicz, Jason Garrett, Larry Hemmerle, Rod Johnson, Bill Karhliker, Joe Powell, Ben Royer and Tracy Sheppard.

Absent: None

Department Heads: Chief Dave Campbell, Attorney Greg Moredock, Superintendent Mike McCarthy and Assistant Superintendent TJ Henson

Department Heads Absent: City Office Manager Kristy Ponsler

I. Mayor's Comments

A. Accept letter of Retirement for Terry White

Mayor Berola read a letter of retirement from Terry White to the Council. White will be retiring from the City of Auburn Garage after 27 years of service on March 31, 2020. A motion was made by Basiewicz to accept the letter of retirement for Terry White effective March 31, 2020; second by Johnson. Vote Aye: Lori Basiewicz, Jason Garrett, Larry Hemmerle, Rod Johnson, Bill Karhliker, Joe Powell, Ben Royer and Tracy Sheppard. NAY: None. PRESENT: None. ABSENT: None (8-0-0-0)

B. Begin Hiring Process for Garage Laborer

Mayor Berola asked for a motion to authorize Superintendent McCarthy and Assistant Superintendent Henson to begin the search for garage laborer to fill the soon to be vacant position of Terry White. A motion was made by Powell to authorize Superintendent McCarthy and Assistant Superintendent Henson to begin the search for garage laborer that will become vacant on March 31, 2020; second by Hemmerle. VOICE Vote Aye: Lori Basiewicz, Jason Garrett, Larry Hemmerle, Rod Johnson, Bill Karhliker, Joe Powell, Ben Royer and Tracy Sheppard. NAY: None. PRESENT: None. ABSENT: None (8-0-0-0)

C. Request for Reimbursement for Alderman Garrett for IML Conference

Mayor Berola ask Attorney Moredock to speak to the request for reimbursement for Alderman Garrett for IML Conference. Moredock indicated that the City of Auburn has a travel control policy and we need to be following and adhering to those guidelines. Aldermen Garrett & Royer was approved in August of 2019 up to \$1500 for expenditures for the IML conference. The Travel Control Policy states that all reimbursable receipts must be submitted prior to 90 days of travel. Alderman Garrett submitted three receipts that were slightly beyond the 90-day requirement for reimbursement but were within the previously approved amounts. A motion was made by Sheppard to reimburse Alderman Garrett \$166.14 that he incurred during his travels to the IML Conference in Chicago; second by Hemmerle. Vote Aye: Lori Basiewicz, Larry Hemmerle, Rod Johnson, Bill Karhliker, Joe Powell and Tracy Sheppard. NAY: None. PRESENT: Jason Garrett and Ben Royer. ABSENT: None (6-0-2-0)

II. Visitors/Public Comments

A. Kristi Lear – Auburn Public Library Director (Census 2020 Assistance for Residents)

Kristi Lear, Director of the Auburn Public Library, addressed the Council and provided information on how the Auburn Public Library will help Citizens of Auburn complete their Census forms. Lear distributed some posters and other materials to be posted in the Auburn City Office.

III. Zoning

Alderman Sheppard informed the Council the Zoning Committee is scheduled to meet on March 11, 2020. An update to the Council would be provided at the next meeting.

IV. City Clerk’s Report – Barnhill

A. February 18, 2020 Meeting Minutes

Clerk Barnhill presented the meeting minutes from the meeting on February 18, 2020 for the Council’s review and approval. A motion was made by Sheppard to approve the minutes for February 18, 2020, second by Basiewicz. Vote Aye: Lori Basiewicz, Jason Garrett, Larry Hemmerle, Rod Johnson, Bill Karhliker, Joe Powell and Tracy Sheppard. NAY: Ben Royer. PRESENT: None. ABSENT: None (7-1-0-0)

Clerk Barnhill reminded the Council to check their email for their Statement of Economic Interest and that it needs to be filed by May 1, 2020.

V. Treasurer’s Report –

A. Bills List February 19, 2020 to March 2, 2020

Treasurer Chris Warwick presented the Bills List from February 19, 2020 to March 2, 2020 for the Council’s review and approval. A motion was made by Sheppard to approve the Bills List February 4, 2020 to February 18, 2020, second by Basiewicz. Vote Aye: Lori Basiewicz, Jason Garrett, Larry Hemmerle, Rod Johnson, Bill Karhliker, Joe Powell, Ben Royer and Tracy Sheppard. NAY: None. PRESENT: None. ABSENT: None (8-0-0-0)

VI. Attorney’s Report – Moredock

A. Second Reading – Ordinance 1479-20, Ordinance Amending the City Code to Declare Graffiti A Nuisance

Attorney Moredock presented the second reading of Ordinance 1479-20, Ordinance Amending the City Code to Declare Graffiti A Nuisance for the Council to review and approve. A motion was made by Royer to approve Ordinance 1479-20, Ordinance Amending the City Code to Declare Graffiti A Nuisance; second by Garrett. Vote Aye: Lori Basiewicz, Jason Garrett, Larry Hemmerle, Rod Johnson, Bill Karhliker, Joe Powell, Ben Royer and Tracy Sheppard. NAY: None. PRESENT: None. ABSENT: None (8-0-0-0)

B. Review of City Travel Control Policy

Attorney Moredock again reiterated that he wants the Council and employees to adhere to the Travel Control Policy. Moredock discussed this in depth during the Mayor's remarks earlier in the meeting.

VII. Department Heads

A. Chief Dave Campbell

Chief Campbell provided a brief update on Troy Kissell at the Academy.

B. Superintendent -- Mike McCarthy

Superintendent Mike McCarthy informed the Council that he was still waiting on bids for the square regarding the electrical and the band stand.

Trash on Square

Superintendent Mike McCarthy indicated that he had observed on multiple occasions a large amount of trash accumulating on the S.E. corner of the square. He asked Chief Campbell to have the officer on duty patrol the area and speak with the kids that typically gather there. The Chief said he was aware of the concern and had asked all officers to patrol the area to ensure garbage was disposed of properly.

Trailer for Garage

Superintendent Mike McCarthy informed the Council that he has received three bids for the purchase of a new trailer for the garage. Even though Clouser price on the trailer was a bit higher than the other bids, McCarthy felt that this trailer had more bells and whistles than the other two trailers. A motion was made by Garrett to allow the purchasing of a trailer of their choice not to exceed \$8,225; second by Royer. Vote Aye: Lori Basiewicz, Jason Garrett, Larry Hemmerle, Rod Johnson, Bill Karhliker, Joe Powell, Ben Royer and Tracy Sheppard. NAY: None. PRESENT: None. ABSENT: None (8-0-0-0)

C. City Office Manager Kristy Ponsler

Office Manager Kristy Ponsler was absent.

VIII. Committee Reports

A. Administration – Johnson

1. City Office Copy Machine

Alderman Rod Johnson informed the Council that the City Council approved a new officer copier lease agreement with Tom Day Business Machines during the February 18th Council Meeting for a cost of \$126 per month. While meeting with CD regarding, other technology needs, Office City Manager Kristy Ponsler was made aware of a new lease cost for CDS for an office copier which more closely matched the specs of the Tom Day Business machines copier. The new CDS pricing was \$6 per month less than the Tom Day lease cost of \$125 per month. After discussing this with members of the Administration Committee, the consensus was to honor the Tom Day lease previously approved by the Council.

2. Employee Handbook

Alderman Garrett distributed a copy of the Village of Chatham Employee handbook for each Council member, Mayor, Clerk and Treasurer to review. Garrett is working on developing an employee handbook with City Attorney Greg Moredock. Alderman Garrett indicated that he will continue to work on revising the handbook by removing those sections that are not pertinent to the City of Auburn. Each person as been asked to review and return it with revisions to Garrett between now and the second meeting in April.

3. FY21 Budget

Alderman Johnson indicated that each department purchase request made during the previous budget discussions have been added to the respective department expenses within the draft version of the FY21 Budget.

4. Technology Needs

Additional discussion was held regarding the technology needs of each department as well as the Council. The consensus of those council members in attendance was to seek a technology consultant to act in behalf of the city to determine the appropriate equipment needed to address the technology needs of the city. Mayor Berola indicated that he will reach out to past city alderman Vince Nadalini to solicit his help on this matter.

5. Personnel

Alderman Johnson informed the Council that additional duties will be assigned to both clerical employees due to the absence of City Office Manager Kristy Ponsler and to provide each clerical employee a temporary wage increase of \$2.50 per hour until Ponsler returns to work. A motion was made by Johnson to provide each clerical employee a temporary wage increase of \$2.50 per hour until City Officer Manager Ponsler returns to work; second by Basiewicz. Vote Aye: Lori Basiewicz, Jason Garrett, Larry Hemmerle, Rod Johnson, Bill Karhliker, Joe Powell, Ben Royer and Tracy Sheppard. NAY: None. PRESENT: None. ABSENT: None (8-0-0-0)

B. Public Works – Karhliker

Alderman Karhliker would like to recommend to the Council to purchase materials early with the intent to purchase cheaper. A motion was made by Karhliker to have Benton’s start the process of 2020 MFT general purchase of materials with the estimate of \$52,000; second by Powell. Vote Aye: Lori Basiewicz, Jason Garrett, Larry Hemmerle, Rod Johnson, Bill Karhliker, Joe Powell, Ben Royer and Tracy Sheppard. NAY: None. PRESENT: None. ABSENT: None (8-0-0-0)

C. Public Utilities – Alderman Johnson

1. Authorization to advertise for bids for facilities plan pending IEPA funding

Alderman Johnson recommended to the Council that they approve the advertisement for bids for facilities plan pending IEPA funding. A motion was made by Johnson to approve the advertisement for bids for facilities plan pending IEPA funding for 45 days; second by Powell. Vote Aye: Lori Basiewicz, Jason Garrett, Larry Hemmerle, Rod Johnson, Bill Karhliker, Joe Powell, Ben Royer and Tracy Sheppard. NAY: None. PRESENT: None. ABSENT: None (8-0-0-0)

2. Engineering Services Agreement with Benton and Associates, Inc.

Alderman Johnson informed the Council that the Ordinance Approving Amendment No. 2 to Agreement for Engineering Services related to Water System Improvements for the City of Auburn, Illinois be amended. A motion was made by Johnson to amend the original Ordinance Approving Amendment No. 2 to Agreement for Engineering Services related to Water System Improvements for the City of Auburn, Illinois; second by Royer. Vote Aye: Lori Basiewicz, Jason Garrett, Larry Hemmerle, Rod Johnson, Bill Karhliker, Joe Powell, Ben Royer and Tracy Sheppard. NAY: None. PRESENT: None. ABSENT: None (8-0-0-0)

D. Health & Safety – Alderman Sheppard

Outfitting New Squad Truck, Prices and Information

Alderman Sheppard informed the Council that Chief Campbell would like to outfit the new squad truck for a price of \$6800. A motion was made by Sheppard to approve \$6800 to outfit the new squad truck; second by Basiewicz. Vote Aye: Lori Basiewicz, Jason Garrett, Larry Hemmerle, Rod Johnson, Bill Karhliker, Joe Powell, Ben Royer and Tracy Sheppard. NAY: None. PRESENT: None. ABSENT: None (8-0-0-0)

E. Health & Housing – Sheppard

Animal Nuisances and number of animals allowed

Alderman Sheppard discussed the property of 201 Caldwell with the numbers of dogs/puppies that are currently at the residence. Sheppard asked Attorney Moredock if he could prepare documentation of kenneling of animals; if they should have a special permit or license; the nuisance of kenneling multiple animals. After discussing that the tenants have not been notified of a fine accruing, the Council felt it was best that the Chief prepare a letter stating that the tenants have until 4 p.m. on March 4, 2020 for dog feces to be cleaned up or fine of \$100 per day until it is abated.

Alderman Sheppard and Chief Campbell spoke briefly regarding the trash that is a constant on the southeast corner of the square. Chief has spoken to some of the squatters that are use the space and will continue to monitor.

F. Parks – Hemmerle

Aldermen Hemmerle shared that the Focus Groups for the parks took place tonight and look forward to hearing some of the input.

G. Economic Development Committee – Basiewicz

Alderman Basiewicz informed the Council the EDC continues to work with zoning. They are also considering names for a chairman.

H. Other Business

Alderman Garrett informed the Council that he is working Alderman Karhliker to get bids for the removal of 5 trees and is also hoping to have a plan for city sidewalks next month.

IX. Adjournment

Motion to adjournment at 8:19 p.m. was made by Hemmerle and second by Garrett.
VOICE Vote Aye: Lori Basiewicz, Jason Garrett, Larry Hemmerle, Rod Johnson, Bill
Karhliker, Joe Powell, Ben Royer and Tracy Sheppard. NAY: None. PRESENT: None.
ABSENT: None. (8-0-0-0)

Respectfully submitted,
Julie T. Barnhill, Clerk