

**REGULAR COUNCIL MEETING MINUTES OF THE  
CITY OF NEOGA  
HELD IN THE CITY COUNCIL CHAMBERS, MUNICIPAL BUILDING  
533 CHESTNUT AVENUE, NEOGA, IL  
JULY 22, 2019**

**CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Mayor Hartke. The Pledge of Allegiance was recited. Those present were: Commissioners Helm, Hakman, Groves, and Mayor Hartke. Commissioner Edwards was absent. Others present were City Clerk Brenda Evans, City Treasurer Diana Foor, Police Chief Andy Schabbing, Superintendent Shawn Durbin, Building Inspector Jeff Morrison, Engineer Lee Beckman, Shirley Starwalt, Cassandra Huff, Jared Compton, Engineer Narendra Patel, and Neoga News Editor Billie Chambers.

**MINUTES**

After reviewing the executive session minutes, Commissioner Hakman made a motion to approve the executive session minutes from June 10, 2019. The motion was seconded by Commissioner Groves. Ayes, Commissioner Hakman, Groves, Helm, and Mayor Hartke. Ayes, none. Motion carried. 4-0.

After reviewing the regular session minutes, Commissioner Helm made a motion to approve the regular session minutes from June 24, 2019. The motion was seconded by Commissioner Groves. Ayes, Commissioner Helm, Hakman, Groves, and Mayor Hartke. Ayes, none. Motion carried. 4-0.

**PUBLIC AFFAIRS, MAYOR HARTKE**

VARIANCE REQUEST FOR 358 W. 5<sup>TH</sup> STREET

Building Inspector Morrison told the Council that the Zoning Board of Appeals recently held a public hearing for Shirley Starwalt regarding a request to install a carport over the allowable size. According to Morrison the allowed size is 12 by 16, and Ms. Starwalt wanted a 12 by 20. Mr. Morrison said that no one was at the public hearing, and the Zoning Board is recommending the Council grant the variance. With little discussion, Commissioner Groves made a motion to grant the variance for a carport the size of 12 by 20 at 358 W 5<sup>th</sup> Street. The motion was seconded by Commissioner Hakman. Ayes, Commissioner Groves, Helm, Hakman, and Mayor Hartke. Nays, none. Motion carried. 4-0.

VARIANCE REQUEST FOR 856 PINE AVENUE

Building Inspector Morrison told the Council that at the same public hearing for the Zoning Board of Appeals, Jared Compton requested that he have a variance at his house on 856 Pine Avenue to install a privacy fence and swimming pool on his property.

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Morrison explained that the property is an irregular shape. Mr. Compton has three front yards due to the three streets that run along his property, and he is unable to install the pool or fence that would comply with the current zoning. After making sure the line of sight was good from the stop signs, Commissioner Hakman made a motion to grant the variance at 856 Pine Avenue. The motion was seconded by Commissioner Helm. Ayes, Commissioner Hakman, Groves, Helm, and Mayor Hartke. Nays, none. Motion carried. 4-0.

### VARIANCE FOR 610 E. 6<sup>TH</sup> STREET

Building Inspector Morrison told the council that the last variance held at the public hearing of the Zoning Board was for 610 E. 6<sup>th</sup> Street to have a special use permit. Property owner Cassandra Huff requested a special use permit to allow her to operate a licensed daycare center in her home. Ms. Huff stated that she has completed all the required paperwork and has a license to have her daycare in her home, but she wanted to make sure the zoning requirements were met as well. Mr. Morrison stated that no one was present to speak against the request at the public hearing, and the Zoning Board recommended that the Council grant the conditional use permit. After no discussion, Commissioner Groves made a motion to grant the conditional use permit for 610 E. 6<sup>th</sup> Street to operate a daycare in the home. Groves also mentioned that the conditional use permit was for Mrs. Huff only, and the permit would not transfer should she sell the property or move. The motion was seconded by Commissioner Hakman. Ayes, Commissioner Groves, Helm, Hakman, and Mayor Hartke. Nays, none. Motion carried. 4-0.

### RESIGNATION OF OFFICER OBERG

Chief of Police Schabbing informed the Council that Officer Oberg has accepted another position with a police department closer to her home and has resigned effective immediately. Without any discussion, Commissioner Groves made a motion to accept the resignation. The motion was seconded by Commissioner Hakman. Ayes, Commissioner Groves, Helm, Hakman, and Mayor Hartke. Nays, none. Motion carried. 4-0.

### NEOGA BOOSTER CLUB GOLF CLASSIC DONATION

City Clerk Evans informed the Council that the Neoga Booster Club was holding their annual Golf Classic and requested a donation of \$100. Commissioner Groves made a motion to donate \$100 to the golf outing. The motion was seconded by Commissioner Hakman. Ayes, Commissioner Groves, Helm, Hakman, and Mayor Hartke. Nays, none. Motion carried. 4-0.

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**NEW POLICE COMPUTER SOFTWARE**

Chief Schabbing gave the final figures on the upgraded police software. The new program will be cloud based for record management at a price of \$180 per year per computer and will include maintenance, support, and program improvements. After a brief discussion, Commissioner Groves made a motion to purchase to cloud based program for the police department. The motion was seconded by Commissioner Helm. Ayes, Commissioner Groves, Helm, Hakman, and Mayor Hartke. Nays, none. Motion carried. 4-0.

**ABANDONED GAS STATIONS AND RESIDENTIAL PROPERTIES**

City Clerk Evans told the Council that the clerk's office has been receiving additional complaints about businesses and residential properties that have been vacant for a number of months, and in some cases years, without someone living in them or having utilities on. The Council recommended consulting with the city attorney to see if there is anything that can be done.

**ORDINANCE #940-07-19** An Ordinance Authorizing Purchase of Real Property for Drainage Purposes (Drainage Easement – Bradley Harren)

After reviewing the ordinance, Commissioner Groves made a motion to accept the ordinance as presented. The motion was seconded by Commissioner Hakman. Ayes, Commissioner Groves, Helm, Hakman, and Mayor Hartke. Nays, none. Motion carried. 4-0.

**ORDINANCE #941-07-19** An Ordinance Authorizing Purchase of Real Property for Drainage Purposes (Drainage Easement – Christopher M. Bright & Jetta R. Bright)

After reviewing the ordinance, Commissioner Hakman made a motion to accept the ordinance as presented. The motion was seconded by Commissioner Helm. Ayes, Commissioner Hakman, Groves, Helm, and Mayor Hartke. Nays, none. Motion carried. 4-0.

**ORDINANCE #942-07-19** An Ordinance Authorizing Purchase of Real Property for Drainage Purposes (Drainage Easement –Jonathan C. Boyd & Claudia A. Boyd)

After reviewing the ordinance, Commissioner Groves made a motion to accept the ordinance as presented. The motion was seconded by Commissioner Helm. Ayes, Commissioner Groves, Helm, Hakman, and Mayor Hartke. Nays, none. Motion carried. 4-0.

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ORDINANCE #943-07-19 An Ordinance Authorizing Purchase of Real Property for Drainage Purposes (Drainage Easement – Joe T. Fitzpatrick & Suzanne m. Fitzpatrick)

After reviewing the ordinance, Commissioner Hakman made a motion to accept the ordinance as presented. The motion was seconded by Commissioner Helm. Ayes, Commissioner Hakman, Groves, Helm, and Mayor Hartke. Nays, none. Motion carried. 4-0.

### **IML CONFERENCE – CHICAGO**

City Clerk Evans presented to the Council the breakdown of expenses to attend the 2019 IML Conference in Chicago. After a brief discussion about the education that will be received, Commissioner Groves made a motion to send both the Clerk and Treasurer to the conference. The motion was seconded by Commissioner Hakman. Ayes, Commissioner Groves, Helm, Hakman, and Mayor Hartke. Nays, none. Motion carried. 4-0.

## **FINANCE, COMMISSIONER GROVES**

### **TREASURER'S REPORT**

After a review and brief discussion, Mayor Hartke ordered the financial report to be placed into the files of the City Clerk.

### **MONTHLY BILLS**

After reviewing the bill list, Commissioner Groves made a motion to pay the monthly bills as presented in the amount of \$96,419.77. The motion was seconded by Commissioner Helm. Ayes, Commissioner Groves, Helm, Hakman, and Mayor Hartke. Nays, none. Motion carried. 4-0.

ORDINANCE #944-07-19 An Ordinance Setting Forth a Budget of Estimated Receipts and Disbursements and Making Appropriations for City Purposes of the City of Neoga, Cumberland County, Illinois, for the Fiscal Year 2020 Commencing on May 1, 2019 and Ending on April 30, 2020.

After reviewing the ordinance, Commissioner Groves made a motion to accept the ordinance as presented. The motion was seconded by Commissioner Hakman. Ayes, Commissioner Groves, Helm, Hakman, and Mayor Hartke. Nays, none. Motion carried. 4-0.

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**PUBLIC PROPERTY, COMMISSIONER HAKMAN**

**NEW LIGHTS AT COMMUNITY CENTER**

The Council reviewed a bid from Sudkamp Plumbing-Heating-Electric, Inc., to replace the gym lights at the Community Center. After a brief discussion, Commissioner Hakman made a motion to have Sudkamp Plumbing-Heating-Electric proceed with replacing the lights in the gym for the amount of \$1,394.00. The motion was seconded by Commissioner Groves. Ayes, Commissioner Hakman, Groves, Helm, and Mayor Hartke. Nays, none. Motion carried. 4-0.

**NEW LIGHTS SWITCHES AT COMMUNITY CENTER**

The Council reviewed a bid from Sudkamp Plumbing-Heating-Electric, Inc., to install light switches at the Community Center. After a brief discussion, Commissioner Groves made a motion to have Sudkamp Plumbing-Heating-Electric to proceed with installing light switches in the gym for the amount of \$625.00. The motion was seconded by Commissioner Helm. Ayes, Commissioner Groves, Helm, Hakman and Mayor Hartke. Nays, none. Motion carried. 4-0.

**NEW TOILETS AT COMMUNITY CENTER**

The Council reviewed a bid from Sudkamp Plumbing-Heating-Electric, Inc., to replace the eight (8) toilets at the Community Center. After a brief discussion, Commissioner Groves made a motion to have Sudkamp Plumbing-Heating-Electric to proceed with replacing the toilets on the east end of the Community Center for the amount of \$385 each. The motion was seconded by Commissioner Hakman. Ayes, Commissioner Groves, Helm, Hakman, and Mayor Hartke. Nays, none. Motion carried. 4-0.

**POWER WASHING THE COMMUNITY CENTER**

City Clerk Evans informed the Council that the Community Center needs the exterior power washed and the gutters cleaned out. Evans stated that she received a bid from X-Shine Window Cleaning and Power Washing and would like to proceed with having it done before fall. It was the consensus of the Council to get one more quote.

**PURCHASE OF FIRE DOORS AT COMMUNITY CENTER**

City Clerk Evans told the Council that Strong Beginnings Day Care is in the process of renewing their state license, and DCFS is requiring that the day care have complete isolation between any other organizations in the building. Evans said that the only solution would be to install a fire door between their rooms and the other rooms in the building that could be locked unless there was an emergency. Evans also stated that she is still waiting on approval from DCFS before proceeding with the fire doors.

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### REMOVAL OF WALL AT COMMUNITY CENTER

City Clerk Evans told the Council that she is trying to get everything completed so that EIASE classes could be located on the east wing of the Community Center so that the west wing could be rented out to other individuals. Evans explained that the best option at this point would be to have them use two classrooms on the south east wing that would allow them to have access to the bathrooms in their classroom and would be on the other side of the fire doors (if approved by DCFS) so that they would not be in contact with the daycare. However, the only way this would work if is DCFS agrees to let us install a fire door between the two and there is an opening / door between the two classrooms so that EIASE doesn't have to enter into the hallway to get to the other classroom. EIASE requires that the children are visual at all times. Evans said that she has received a quote to remove a small section of blocks to open up into the other room but doesn't want to proceed until the fire door has been approved by DCFS. Evans did say that EIASE is in favor of making the move when all construction has been completed

RESOLUTION #03-07-19 A Council Resolution of Support for Applying to the State of Illinois for a Community Development Block Grant

After reviewing the resolution, Commissioner Hakman made a motion to accept the resolution as presented to apply for the State of Illinois Block grant to fund the waste water sewer plant. The motion was seconded by Commissioner Groves. Ayes, Commissioner Hakman, Groves, Helm, and Mayor Hartke. Nays, none. Motion carried. 4-0.

### PURCHASE OF NEW MOWER

Superintendent Durbin discussed with the Council the need for another mower so they can use the Ford for other jobs. Durbin explained that the Ford mower has a blade, tiller, and sprayer, but they can't be used when mowing. Durbin explained that if the City had another zero-turn mower, it would free up the Ford. After a lengthy discussion, Commissioner Helm made a motion to purchase a new Gravely zero turn mower. The motion was seconded by Commissioner Hakman. Ayes, Commissioner Helm, and Hakman. Nays, Commissioner Groves, and Mayor Hartke. Motion died. 2-2.

### NPDES PERMIT

Engineer Narendral Patel explained to the Council that the NPDES permit is scheduled to expire on March 31, 2020 and the city needs to apply for a new one by September 30, 2019. Patel explained that the process didn't just entail completing the paperwork but follow up reports as well. After a brief discussion, the consensus of the Council was to table the decision until the entire Council was present.

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**REPAIRS TO HEAT PUMP**

City Clerk Evans updated the Council on the GEO-Thermal inspection. Evans explained that the system needed to have new batteries and some minor repairs which totaled \$3,693. Commissioner Groves made a motion to keep the system in good working order and proceed with the repairs. The motion was seconded by Commissioner Hakman. Ayes, Commissioner Groves, Helm, Hakman, and Mayor Hartke. Nays, none. Motion carried. 4-0.

**STREETS AND ALLEYS, COMMISSIONER EDWARDS**

**HOURS OF THE PUBLIC WORKS DEPARTMENT**

City Clerk Evans said that Commissioner Edwards wanted the Council to discuss the idea of changing the public works department lunch hours so that someone is available during noon to one (12-1) so that the office staff is able to have utility services turned on or off. Superintendent Durbin was not in favor of this because it would limit the hours between 11 to 2 everyday, and then on days when only 2 employees were working it would be down to only one person. It was the consensus of the Council to leave the lunch hours as the Superintendent sees fit.

**DITCH FROM 5<sup>TH</sup> STREET TO 7<sup>TH</sup> STREET**

City Clerk Evans told the Council that the ditch by the Eastern Illinois Railroad has not been maintained and is in need of having the trees and weeds removed. Evans received a quote from M & E to spray the ditch, but the Council wanted to see if the public works department could look at the ditch and remove the over growth as needed.

**LIMB REMOVAL FROM PROPERTIES**

City Clerk Evans explained to the Council that in the past, the Public Works department has picked up yard waste after a storm. However, in the past few months we have had requests from some residents to have limbs picked up that are not from storm damage and are very small in size. It was the consensus of the Council to have the Public Works department continue to pick up only storm damage.

**2019 MFT PROJECT**

City Clerk Evans said that the bid opening was held and the results were as follows:

For seal coat and gravel:

Larry Heuerman.....	\$62,612.25
Earl Walker.....	\$49,686.00

Tilling and shaping:

Larry Heuerman.....	\$12,273.00
Earl Walker.....	\$20,250.45

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Evans said that Earl Walker contacted her and explained that he miss quoted his bid and would appreciate the City not accepting his bid for the amount for seal coat and gravel. Commissioner Helm agreed, and made a motion to award the bid to Larry Heuerman in the amount of \$74,885.25. The motion was seconded by Commissioner Groves. Ayes, Commissioner Helm, Groves, and Mayor Hartke. Commissioner Hakman abstained. Nays, none. Motion carried. 3-0.

## **HEALTH AND SAFETY, COMMISSIONER HELM**

### **REPAIRS IN THE 200 BLOCK OF E. 6<sup>TH</sup> STREET**

City Clerk Evans told the Council that the parking lot on E. 6<sup>th</sup> Street is almost completed, and the contractor wanted to know if the City wanted to replace the concrete in front of the post office and the sidewalk. Evans said she reviewed the area in question, and due to the trip hazards it would be a good idea. After a brief discussion regarding the trip hazards and the new road, now would be a good time to change the parking to parallel as well. Commissioner Helm said he felt that the only section that needed to be replaced would be the parking area and leave the sidewalk. After discussion, Commissioner Hakman made a motion to have the contract proceed with replacing the entire sidewalk from the alley to the east property line of the post office. The motion was seconded by Commissioner Groves. Ayes, Commissioner Hakman, Groves, and Mayor Hartke. Nays, Commissioner Helm. Motion carried. 3-1.

## **PUBLIC COMMENTS**

Chief Schabbing told the Council that the police department received a grant for body armor in the amount of \$1300.

Building Inspector Morrison told the Council that there will not be a Zoning Board meeting in August.

## **EXECUTIVE SESSION**

Commissioner Groves made a motion to move into executive session for Personnel Section 2(c) (1) – employee hiring, firing, compensation, discipline and performance at 9:07 p.m. The motion was seconded by Commissioner Hakman. Ayes, Commissioner Groves, Helm, Hakman, and Mayor Hartke. Nays, none. Motion carried. 4-0.

## **RECONVENED AND ROLL CALL**

The meeting was reconvened at 9:57 p.m. on a motion from Commissioner Groves. The motion was seconded by Commissioner Helm. Those present for roll call were: Commissioners Groves, Hakman, Helm, and Mayor Hartke.



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**ADJOURNMENT**

Commissioner Groves made a motion to adjourn the meeting at 10:02 p.m. The motion was seconded by Commissioner Helm. Ayes, Commissioner Groves, Helm, Hakman, and Mayor Hartke. Nays, none. Motion carried. 4-0.

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Brenda Evans, City Clerk

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Date