



REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF SULLIVAN, ILLINOIS, MONDAY, JULY 25, 2022

1. The City Council of the City of Sullivan, Illinois, met in regular session on Monday, July 25, 2022, at 6:00 p.m. at the Elizabeth Titus Memorial Library, 2 West Water Street, Sullivan. The meeting was called to order by Mayor Richard Glazebrook. A roll call was taken.

Commissioner Abbey Sherwood	- present
Commissioner Mike Fowler	- present
Commissioner Chuck Woodworth	- present
Commissioner Doug Booker	- present
Mayor Richard Glazebrook	- present

2. A public hearing for Appropriation Ordinance 22-14 – An Ordinance making appropriations for the City of Sullivan, Moultrie County, Illinois for the fiscal year commencing May 1, 2022 and ending April 30, 2023, was called to order at 6:00 p.m. Commissioner Abbey Sherwood presented the final reading of the Ordinance. The total appropriation was \$57,268,350.00. A citizen asked for an explanation of the purpose of the appropriation ordinance. Commissioner Sherwood explained that it is the maximum amount that the City can spend, the working budget is significantly less than the appropriation. There were no comments from the Council. A motion was made by Commissioner Sherwood and seconded by Commissioner Fowler to adjourn the public hearing. All members of the Council were in favor of the adjournment. The public hearing was adjourned at 6:03 p.m.

3. Colton Davis of Utz & Associates presented information regarding the City Building project. An investigation of the existing building was completed two years ago, which revealed that it was not in good shape and is uninhabitable. The building contains asbestos and has serious issues with mold, fungus and air quality. Due to this, it is likely that nothing from the building can be salvaged. Recently the Council decided to demolish the structure and replace it with a new two-story building. At this point, it would be more cost-effective to rebuild. Nancy Barker asked if any adjacent buildings would be damaged during the demolition. Colton explained that the buildings will be protected by temporary shoring. The existing basement will be filled in with engineered soil, as the new structure will not have a basement. The demolition is estimated to cost between \$100,000-\$125,000. The last estimate completed two years ago was \$1.8 million. With recent cost increases, new construction is estimated at \$200-\$250 per square foot, depending on finishes and the complexity of the building. With this being a two-story building, the addition of an elevator is approximately \$100,000, depending on its size. This addition could push the cost per square foot closer to \$250. They plan to match the exterior design of the building with the aesthetics of the other buildings on the square. Mayor Glazebrook asked when the design would be presented to the Council. Mr. Davis responded that they are prioritizing the building demolition first and suggested bidding that process separately. Once that process is completed, the design process will resume. The drawings may be completed in late fall or winter, with construction anticipated in the fall of

2023. Bill Utz will be here Tuesday to complete another inspection and take another look at the existing building. They would like to find out how much asbestos is located in the structure, and its location, so it can be noted for demolition. Mayor Glazebrook asked if the project would require all of the funds that the City allocated for the City Building. Mr. Davis explained that it depends on the size of the building.

4. Mayor Glazebrook asked if there were any comments from the public. Bob Ingram asked when a vote was taken by the Council to build a two story building or to build north. He then asked why bids were being sought for items three and four under new and unfinished business. Nancy Barker mentioned that there were a lot of items dumped by the green bins at the empty lot at the four-way stop.

5. Mayor Glazebrook read the items in the consent agenda:

- Approval of minutes of the regular meeting held July 11, 2022
- Approval of claims except those in the TIF funds
- Approval of Treasurer's Report for June 2022

A motion was made by Commissioner Booker and seconded by Commissioner Woodworth to accept the consent agenda. Upon a roll call being taken, the results were as follows:

Commissioner Doug Booker	- yea
Commissioner Chuck Woodworth	- yea
Commissioner Abbey Sherwood	- yea
Commissioner Mike Fowler	- yea
Mayor Richard Glazebrook	- yea

and the motion was declared carried by omnibus vote.

6. A motion was made by Commissioner Sherwood and seconded by Commissioner Woodworth to approve the TIF claims. Upon a roll call being taken, the results were as follows:

Commissioner Abbey Sherwood	- yea
Commissioner Chuck Woodworth	- yea
Commissioner Mike Fowler	- abstain
Commissioner Doug Booker	- yea
Mayor Richard Glazebrook	- yea

and the motion was declared carried.

7. Commissioner Sherwood reported that the Park Department has been painting equipment and helping the Street Department by closing streets for oiling. Luke Goss transferred to the department and has been a great asset. She thanked Commissioner Woodworth for the transition.

Those that ordered little league pictures and haven't received them may pick them up at the Civic Center. Any upcoming events scheduled for the Civic Center will be posted on their Facebook page. Commissioner Sherwood and Director Wendy Elzy are working together to coordinate parties on the south patio at the Civic Center. The pool deck has been repainted resulting in some slick areas. The staff are working on laying protective materials and new mats to correct this issue. Commissioner Sherwood asked that patrons be aware that some areas may be slick.

Treasurer Golden has been busy working with the audit company. She is making sure that everything is on track and has been providing them with needed documentation. The OSLAD grant is on hold until the City receives the award letter. Commissioner Sherwood is hopeful that it will be received soon so engineering can begin. She anticipates that this could start in late fall 2023 or early spring 2024.

8. Commissioner Fowler reported that the Electric Plant is interested in purchasing a used pickup truck, which will be voted on this evening.

He received an email regarding holiday pay for employees that participated in the Fourth of July parade. He was shocked that employees were paid overtime to drive City equipment in the parade. One employee was given a paid day off as well as overtime. Commissioner Fowler believes this is something that employees should volunteer to do without pay.

After taking office, the City Administrator notified Commissioner Fowler that the utility account for Peterson Healthcare were in arrears. The City set a cap on the accounts that can't be exceeded without the possibility of shut off. Peterson Healthcare continues to remain under the cap and late fees are still being assessed to these accounts.

The agreement to purchase transformers from the City of Newton has been terminated. The City will order the needed transformer and expects delivery a year out.

Commissioner Fowler received an email from Treasurer Golden. She was concerned that the department didn't have enough meters to complete upcoming projects. An inventory was completed, and 50 additional meters were ordered. Delivery for these meters is expected to be a year out.

Commissioner Fowler was contacted by a resident that had half power. Darren Tull and a Lineman from BH Electric corrected the issue.

Many applications have been received for lineman positions, but none have been received from Journeyman Linemen.

An architect working on the middle school addition has inquired about the City running low voltage pipe and wire and a new transformer for a new 1200 amp service for the new middle school addition.

BHMG recommended that the City wait until September 15th before replacing the junction boxes at the Electric Plant. Nadler's will be sealing them and weatherproofing them for now.

The crew from BH Electric is currently working four ten hour shifts. They have changed out 8 poles and completed JULIE locates and work orders.

9. Commissioner Woodworth reported that the distribution crew finished the sewer on the Tabeing project. The only thing left is to do the trunk lines from the buildings to the sewer mains. They have continued flushing hydrants and

fixed a small leak at a meter pit. The vactor truck has been repaired and is back in service. Dirt work and digging of the lime pits have been moving along at the water plant. A new employee was hired at the water plant.

10. Commissioner Booker reported that the Street Department completed brush pickup, lawn bag pickup, emptied trash on the square, patched roads, mowed and sprayed around the square, helped the sewer and park departments with projects, hauled rock for tilling, tilled roads, milled roads, trimmed trees, worked on equipment, blotted roads, cleaned storm drains and cleaned the dump lots. He added that road oiling has almost been completed. He thanked the Park Department for helping with traffic control during oiling and the Police Department for assistance moving vehicles.

11. Mayor Glazebrook reported that the Gas Department has been fabricating meter heads for the Tabeling project. If the weather allows, they will start installing the meters and gas lines next week. They have completed trainings, JULIE locates, inventoried the shop, reviewed operator and qualifications manuals, reviewed shop manuals, and are preparing statements for the federal pipeline grant.

The Cemetery has been mowing and watering on the square and at the tree nursery.

He attended a Mayor's meeting and a meeting with Peterson Healthcare. The Mayor and Commissioner Fowler will be attending a meeting with the IMEA tomorrow.

12. A motion was made by Commissioner Sherwood and seconded by Commissioner Booker to approve Ordinance 22-14 – An Ordinance making appropriations for the City of Sullivan, Moultrie County, Illinois for the fiscal year commencing May 1, 2022 and ending April 30, 2023.

Upon a roll call being taken, the results were as follows:

Commissioner Abbey Sherwood	- yea
Commissioner Doug Booker	- yea
Commissioner Mike Fowler	- yea
Commissioner Chuck Woodworth	- yea
Mayor Richard Glazebrook	- yea

and the motion was declared carried.

13. A motion was made by Commissioner Woodworth and seconded by Commissioner Booker to approve a professional services agreement with Milano & Grunloh Engineers for design engineering for \$50,000 and Construction Engineering for \$40,000 for the Water Main Improvements Project on Main Street. Upon a roll call being taken, the results were as follows:

Commissioner Chuck Woodworth	- yea
Commissioner Doug Booker	- yea
Commissioner Abbey Sherwood	- yea
Commissioner Mike Fowler	- yea
Mayor Richard Glazebrook	- yea

and the motion was declared carried.

14. A motion was made by Commissioner Fowler and seconded by Commissioner Sherwood to waive bidding and approve the purchase of a 2014 GMC Sierra from Anderson Himes for the Electric Plant for a purchase price of \$25,000. Upon a roll call being taken, the results were as follows:

Commissioner Mike Fowler	- yea
Commissioner Abbey Sherwood	- yea
Commissioner Chuck Woodworth	- yea
Commissioner Doug Booker	- yea
Mayor Richard Glazebrook	- yea

and the motion was declared carried.

15. A motion was made by Commissioner Booker and seconded by Commissioner Woodworth to waive bidding and approve the purchase of a 2010 International Plow Truck from Crispin Auto for the Street Department for a purchase price of \$48,000. Upon a roll call being taken, the results were as follows:

Commissioner Doug Booker	- yea
Commissioner Chuck Woodworth	- yea
Commissioner Abbey Sherwood	- yea
Commissioner Mike Fowler	- yea
Mayor Richard Glazebrook	- yea

and the motion was declared carried.

16. A motion was made by Commissioner Booker and seconded by Mayor Glazebrook to waive bidding and approve the agreement with Surmeier & Surmeier Inc. for concrete crushing. Upon a roll call being taken, the results were as follows:

Commissioner Doug Booker	- yea
Mayor Richard Glazebrook	- yea
Commissioner Abbey Sherwood	- yea
Commissioner Mike Fowler	- yea
Commissioner Chuck Woodworth	- yea

and the motion was declared carried.

17. A motion was made by Mayor Glazebrook and seconded by Commissioner Booker to approve the organizational chart for the City of Sullivan.

Commissioner Sherwood asked who created the organizational chart and why the GIS position, under her authority, was being moved to the Mayor. She explained this no one had discussed this change with her and that she has managed the position since taking office in 2019. An employee is currently taking GIS classes and Commissioner Sherwood plans to move that employee

into the GIS Administrator position. She pointed out other items in the chart that she felt needed correcting. These corrections included formatting, missing lines to connect positions, mislabeled job titles, missing positions, and the placement of the Mayor above the Commissioners.

Mayor Glazebrook suggested reviewing the chart from the top. He asked why there was an issue with the Mayor being placed above the Commissioners. Commissioner Sherwood thinks all five Commissioners are equal under commission form of government. She then asked if being placed above all Commissioners implied that Mayor had control over the Commissioners. Commissioner Fowler has questioned the City Attorney regarding this. He added that it is very questionable in commission form of government what duties the Mayor has versus the Commissioners and how much power the Mayor has. He suggested bringing the City Attorney in to discuss the matter. Mayor Glazebrook stated that someone needed to be in charge to sign off on things, attend meetings and represent the City. He added that the Mayor is CEO over everybody and guides, directs and helps out in each department. He also stated that the Mayor can be on any committee he chooses and can tell council members what needs to be done and how it should be done. Commissioner Woodworth didn't think that the positioning on the organizational chart suggested that the Mayor was in charge because there was no line connecting the Mayor to the other Commissioners. He added that the Mayor is the official owner of all public property. Commissioner Sherwood asked for clarification from the Mayor that the positioning didn't mean that he was in charge of each commissioner but that the Mayor has extra duties, to which the Mayor agreed.

Commissioner Sherwood asked to discuss the GIS position. The Mayor stated that the position was paid out of the Mayor's department and should be under his direction. Commissioner Sherwood stated that the astric next to this item, which is under general office, references that it is under the jurisdiction of the Department of Accounts and Finance. Mayor Glazebrook stated that he didn't understand what a GIS Coordinator had to do with accounts and finances. Commissioner Sherwood responded that it falls under the City office, which is under her job duties as she covers those employees. Mayor Glazebrook doesn't believe that there is an ordinance outlining who has control over the position. He added that the position deals with infrastructure and this position should be out in the community and not in the office. The Mayor believes that the position relates to infrastructure, and since he is over the infrastructure, the position should fall under him. Commissioner Woodworth asked if the employee training for the position would only be doing GIS or if they would be doing other duties as well. Commissioner Sherwood responded that the employee would be transferred into the GIS position once the qualifications were met. She added that she doesn't believe this is a full-time job and there will be other work that she will be doing. GIS will be the main focus of the position. This employee would be in the field and is already meeting with department heads regarding GIS.

18.A motion was made by Mayor Glazebrook and seconded by Commissioner Booker to take action on the extension of the moratorium on the liquor license. The Clerk asked for clarification of the motion. Mayor Glazebrook then made a motion to amend his motion to extension of the moratorium of liquor licenses for one year. The motion was seconded by Commissioner Booker. Upon a roll call being taken, the results were as follows:

Mayor Richard Glazebrook - yea
Commissioner Doug Booker - yea
Commissioner Abbey Sherwood - yea
Commissioner Mike Fowler - yea
Commissioner Chuck Woodworth - yea

and the motion was declared carried.

19. A motion was made by Mayor Glazebrook and seconded by Commissioner Fowler to extend the moratorium on cannabis sales for one year. Upon a roll call being taken, the results were as follows:

Mayor Richard Glazebrook - yea
Commissioner Mike Fowler - yea
Commissioner Abbey Sherwood - yea
Commissioner Doug Booker - yea
Commissioner Chuck Woodworth - yea

and the motion was declared carried.

20. A motion was made by Commissioner Sherwood and seconded by Commissioner Booker to adjourn the meeting. Upon a roll call being taken, the results were as follows:

Commissioner Abbey Sherwood - yea
Commissioner Doug Booker - yea
Commissioner Mike Fowler - yea
Commissioner Chuck Woodworth - yea
Mayor Richard Glazebrook - yea

and the motion was declared carried and the meeting was adjourned at 7:16 p.m.


Mayor Richard Glazebrook.

Attest Carrie Creek
Carrie Creek, City Clerk

