

## PUBLIC FACILITIES

January 29, 2015

### MEMBERS PRESENT:

Alderman Koonce  
Alderman Walters  
Alderman Dorchinecz  
Alderman Heberling \*

### ALSO PRESENT:

Mayor Brotherton  
Alderman Budd  
Alderman Burtle  
Superintendent Wiseman  
Rocky Moore  
Zane Desart  
Bev Morrison

Chairman Koonce called the meeting to order at 6:00 P.M.

### **VENDING MACHINES FOR MUNICIPAL BUILDING**

Chairman Koonce told the Committee of problems of lost money and expired products with the vending machines in the hall of the Municipal Building. He received quotes from two vendors.

\*Alderman Heberling arrived at 6:02 P.M.

Alderman Walters feels that we can purchase a machine and buy beverages at Walmart or Sam's and stock the machine ourselves and sell at a much lower cost. Mayor Brotherton stated the machines are mainly for convenience for the Police Department, and people attending meetings in the building, as the Clerk & Treasurer's Offices handle their own beverages.

Motion by Alderman Heberling and seconded by Alderman Dorchinecz to recommend to the City Council to enter into an agreement with JB Vending, Inc. for vending services with the City to receive a 10% commission. Motion carried 4-0.

### **AUDIO RECORDING SYSTEM FOR MUNICIPAL BUILDING**

Several Aldermen have asked about getting a new recording system for the Council Chambers which would allow for recording Committee Meetings word for word. They feel there have been several instances where things that were said at Committee Meetings were either not included in the minutes or were taken out of context. The City Clerk advised that her office cannot take the minutes word for word; the Council would need to hire a court reporter for that.

Mayor Brotherton stated the memory cards in the current recording system will be getting harder to find and eventually we will have to go to a new system. He feels the City should consider including approximately \$7,500.00 in the budget in the near future for a new audio recording system.

Alderman Budd suggested this could be part of an IT person's job. He stated there are three companies who are wanting to come to a Finance Committee Meeting to discuss the website.

Motion by Alderman Dorchinecz and seconded by Alderman Heberling to adjourn.  
Motion carried 4-0. Meeting adjourned at 6:25 P.M.

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Ray Koonce, Chairman

## PUBLIC FACILITIES

May 28, 2015

### MEMBERS PRESENT:

Alderman Moore  
Alderman Walters  
Alderman Dorchinecz  
Alderman Heberling

### ALSO PRESENT:

Mayor Brotherton  
Alderman Burtle  
Alderman Vota  
Cody Sunderland  
Melissa McMillan  
Bev Morrison

Alderman Budd  
Supt. Wiseman  
Derek Lahey  
Wes Aymer  
Dan Sneed

Chairman Moore called the meeting to order at 6:00 P.M.

### **DUTIES AND RESPONSIBILITIES OF PUBLIC FACILITIES COMMITTEE**

Chairman Rocky Moore called the meeting to get a definition of his responsibilities as Chairman of the Public Facilities Committee. Is he over all City properties or only the Municipal Building? He stated he realizes that many of the upkeep and repair work on other sites are in the Superintendent's budget.

It was the consensus of all Aldermen present that his responsibilities are mainly the Municipal Building. Mayor Brotherton stated there may be times when there is a state or federal mandate, such as the conceal and carry mandate, which he could coordinate with all buildings.

### **ANY OTHER MATTERS**

Chairman Moore informed the Committee of a water leak in the walls of the Municipal Building Basement. He will be getting bids and the repairs may have to be made after hours or on the weekend as the water will be shut off.

Motion by Alderman Walters and seconded by Alderman Heberling to adjourn. Motion carried 4-0. Meeting adjourned at 6:07 P.M.

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Rocky Moore, Chairman

## PUBLIC FACILITIES

July 23, 2015

### MEMBERS PRESENT:

Alderman Moore  
Alderman Walters  
Alderman Dorchinecz  
Alderman Heberling

### ALSO PRESENT:

Mayor Brotherton  
Alderman Budd  
Alderman Burtle  
Patty Hornbuckle  
Greg Hornbuckle  
Shirley Sams

Chairman Moore called the meeting to order at 6:00 P.M.

### **DROP BOX/POLICE DEPARTMENT**

Chairman Moore discussed the memo distributed by Deputy Chief Hile advising that the Shelby County Sheriff's Office has donated a collection box to be used for the "Drug Take Back Program". This program has been in effect for several years now and is a significant benefit to the City for residents to dispose of expired and unwanted medication which prevents the drugs from getting out on the streets and out of the hands of children. Currently the drugs are kept in cardboard boxes in the dispatch area.

He is asking for approval to place a collection box in the foyer of the entryway of the Police Department between the set of doors leading into the building. The Shelby County Sheriff's Office has donated a collection box to be used for the "Drug Take Back Program".

This will keep the box out of the weather and it would be monitored by the dispatchers via the camera system. Once the drugs are placed into the collection box it is secured and the public will not be able to gain access to them. The Committee reviewed the pictures presented and recommended that the Police Department remove old decals and have re-lettered for the City.

Motion by Alderman Walters and seconded by Alderman Heberling to recommend to the City Council to allow the Police Department to place a collection box in the foyer of the entryway into the Police Department and have the box re-lettered. Motion carried 4-0.

### **QUOTES-STRIPPING AND WAXING POLICE DEPARTMENT FLOORS**

Chairman Moore discussed the memo received from Deputy Chief Hile with estimates for professionally stripping and waxing the Police Department's floors excluding the evidence vault and the Squad Room. The Committee informed Chairman Moore that the waxing and buffing has been done in house in the past. It was recommended that since the City owns the equipment that some of the extra summer employees could come to assist in the buffing and waxing of the floors.

**UPDATE WATER LINE IN BASEMENT OF MUNICIPAL BUILDING**

The Water Department will be installing the water service line in the basement of the Municipal Building. The line currently has two shutoffs they will be disconnecting one of them. Superintendent Speagle thinks a 2" copper line will be sufficient but will discuss this with a plumber. His Department will have to coincide their schedule with the schedule of the plumber doing the work. Chairman Moore will be discussing this more with Superintendent Speagle. No action taken.

Motion by Alderman Heberling and seconded by Alderman Walters to adjourn. Motion carried 4-0. Meeting adjourned at 6:14 P.M.

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Rocky Moore, Chairman

## PUBLIC FACILITIES

August 27, 2015

### MEMBERS PRESENT:

Alderman Moore  
Alderman Walters  
Alderman Dorchinecz  
Alderman Heberling

### ALSO PRESENT:

Mayor Brotherton  
Alderman Budd  
Alderman Vota  
Superintendent Wiseman  
Tom & Penny Perry  
Ian Wilson  
Rita Moomey  
Dave & Norma Oldham

Chief Herpstreith  
Alderman Jones  
Joe Greene  
Patty Hornbuckle  
Marcia Neal  
Sally Brusvreen  
Erin Ellinger  
Bev Morrison

Chairman Moore called the meeting to order at 6:00 P.M.

### **REVIEW QUOTES FOR CARPET FOR THE POLICE DEPARTMENT**

Police Chief Herpstreith told the Committee that all of the Police Department floors have been stripped and waxed except for the three front administrative offices. He would like to have carpet in those offices to help with the appearance, heating/cooling, and sound proofing. He received two quotes with less than an eight dollar difference.

Motion by Alderman Walters and seconded by Alderman Heberling to recommend to the City Council to accept the low quote of \$1,098.00 from Neikes Floor Covering for the carpet and installation in the three administrative offices at the Police Department.  
Motion carried 4-0.

### **ANY OTHER MATTERS**

#### Water Line-Municipal Building Basement

Chairman Moore noted that Water Superintendent Speagle is waiting for supplies to replace the water line in the Municipal Building Basement.

#### Boot Scrubber for Police Department Back Door

Police Chief Herpstreith would like to have a boot scrubber placed outside the back Police Department Door to help keep the Squad Room clean. He was told to have one installed.

Motion by Alderman Dorchinecz and seconded by Alderman Heberling to adjourn.  
Motion carried 4-0. Meeting adjourned at 6:07 P.M.

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Rocky Moore, Chairman

## PUBLIC FACILITIES

November 24, 2015

### MEMBERS PRESENT:

Alderman Moore  
Alderman Walters  
Alderman Dorchinecz  
Alderman Heberling

### ALSO PRESENT:

Mayor Brotherton  
Alderman Budd  
Alderman Jones  
Superintendent Wiseman  
Police Chief Herpstreith  
City Engineer Joe Greene

Kathy Wexstten  
Shirley Sams  
J.C. Olive  
Lonnie Gilpin

Chairman Moore called the meeting to order at 6:00 P.M.

### **PLANS FOR THE BUILDING AT 1617 W. SPRESSER STREET**

Mayor Brotherton advised the first thing that needs to be done with the property donated to the City at 1617 West Spresser is that all the Departments work together to get the building cleaned out. There are items the City can use but there is also a lot of old papers etc that can be thrown out. The building also requires wiring, a security system etc.

There were several different ideas on what the building could be used for. Chairman of the Street and Sewer Department, Alderman Walters advised he would like to use the building to store expensive equipment stating he was told years ago by leaving equipment out in the elements it shortens the life span by a third. Superintendent Wiseman stated if he were to park the vector truck, the area would have to be heated. He was advised to get quotes for the wiring, stating the small building is completely gutted and doesn't have any electricity.

Alderman Walters advised there is an inside metal wall in the building that he would like to take down. Some felt it made sense to tear down the wall but felt the building should be left as is at this time. There is expensive refrigeration equipment in the building and we have to be careful not to damage.

Alderman Budd advised the Police Department needs more space, they don't have much room in the Department now. Chief Herpstreith presented the Committee with a list of ideas for the use of the building to the east in which his Department could utilize. They could use it for seized vehicles he has had a car stored in the carport for three years, as the Police Department is responsible for the vehicles until the case goes to court. He also needs a place for storage, a maintenance/repair area and a training area.

The Mayor also stated after years of work and planning the Central Illinois Public Transit is up and running. He would like to keep in mind that they need a place to store two mini buses.

It was also mentioned if the City has any intentions of placing the smaller building on the market in hopes of attracting new business that would bring employment they need to decide on a timeline.

Alderman Jones stated since this is in the preliminary stages he recommends if the City is paying for storage some of the building should be utilized. Chairman Moore advised that he wants each Superintendent to submit lists of items they would like to store.

**QUOTES FOR 3” WATER LINE FOR THE MUNICIPAL BUILDING**

Chairman Moore advised Superintendent Speagle suggested that any old sinks, toilets, urinals etc. from the old fire house which is now the Police Department that are not being utilized be removed. He also stated he thinks if they go with a 2” water line it would save money. After reviewing the quotes received the Committee decided to award the project to Jamison Plumbing.

Motion by Alderman Heberling and seconded by Alderman Walters to recommend to the City Council to approve the quote for a 2” water line using type K copper for the Municipal Building to Jamison Plumbing at a cost of \$2,287.00 contingent upon the presence of prevailing wage in the quote. Motion carried 4-0.

**QUOTES FOR PLUMBING ISSUES AT THE MUNICIPAL BUILDING**

There was only one quote received for the plumbing issues at the Municipal Building, Chairman Moore advised he would like to have more than one and recommended that no action be taken at this time, and stated he wants the figures received by the Committee to be kept confidential at this time.

Motion by Alderman Walters and seconded by Alderman Heberling to table the plumbing issues at the Municipal Building. Motion carried 4-0.

Motion by Alderman Dorchinecz and seconded by Alderman Heberling to adjourn. Motion carried 4-0. Meeting adjourned at 6:37 P.M.

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Rocky Moore, Chairman