

April 3, 2007

Lanark City Council met in regular session at City Hall. Alderman Ardena Grant, Alderman John Huggins, Alderman Mark Macomber, Alderman Ed Stern and Mayor Kevin Barnes were present. Alderman Ken Weaver and Alderman Ron Strohecker were absent.

Also present were Ed Mitchell, Chief Page, Les Guenzler, Sharon Pepin, Marty Beranek, Joel Harms, John Mueller, Lynn Landherr and Randy Beverley.

Mayor Barnes called the meeting to order at 7:30 PM.

**Motion** made by Alderman Grant, seconded by Alderman Huggins to accept the minutes of the March 20<sup>th</sup> meeting as printed. All ayes. Motion carried.

**Motion** made by Alderman Macomber, seconded by Alderman Grant to accept and pay the bills from March 20<sup>th</sup> to present. All ayes. Motion carried.

John Mueller, Lynn Landherr and Randy Beverley of the Lanark Community Club (LCC) were present to request liquor license for Old Settler's Days June 22, 23 & 24. **Motion** made by Alderman Huggins, seconded by Alderman Grant to grant liquor license. All ayes. Motion carried. Mueller inquired if the City would like to make a donation this year. Alderman Stern announced the City has given \$3,000 the past several years. Stern feels it is time to raise this to \$3,500. **Motion** made by Alderman Stern, seconded by Alderman Grant to donate \$3,500 to the LCC. All ayes. Motion carried.

The Clerk presented two building permits.

1. Stacey Bauer – to remove and replace porch with addition up to the upper floor.
2. Forster Products – for an addition.

Joel Harms was present to inquire if a permit was needed to replace two of his trailers on north Broad. Harms reported the trailers will be slightly larger than the current ones. After some discussion, no one felt a permit was needed. **Motion** made by Alderman Macomber, seconded by Alderman Huggins to approve Harms' request per drawing. All ayes. Motion carried. Alderman Macomber reported he has discussed the addition at Forster Products with Bob Ruch. Ruch would like to bring trucks in through the cemetery as it is the most accessible route. Ruch has already contacted the Cemetery Board and they have no problem with this as long as it is done before the cemetery streets are seal coated. All Council members agreed. **Motion** made by Alderman Macomber, seconded by Alderman Grant to approve permit for Forster as submitted. All ayes. Motion carried. The Clerk explained Bauer wants to take off a current enclosed porch and replace with an addition to the upper floor. Bauer did not submit a drawing as she did not know how to put this on paper. During discussion, it was pointed out that the estimated cost of \$1,000 was rather low. Others did not know how this could be policed. **Motion** made by Alderman Macomber, seconded by Alderman Huggins to approve Stacey Bauer's permit per no drawing. All ayes. Motion carried.

## **Committees**

Water & Sewer – Alderman Stern announced he downloaded the annual water report for Guenzler to sign. This needs to be delivered to our customers by July 1, 2007. The Clerk explained in the past we have mailed these out with the June 1<sup>st</sup> water billing. It was suggested putting on the City's website. The Clerk reported there are certain requirements. She and Guenzler would check into this possibility.

Purchasing and Finance – Alderman Macomber announced a copy of the appropriations which has been completed so far is in everyone's folders. Macomber asked everyone to look over and direct any questions to him. Alderman Macomber reported he is shooting for May 1<sup>st</sup> meeting to present completed appropriations for fiscal year ending March 31, 2008. Guenzler is checking on a truck.

Harms returned to inquire if he takes the trailers out, would it be OK to leave for a couple of weeks to dismantle? No one objected as long as it was within a timely manner. Harms felt a couple weekends would be sufficient.

Police – no report.

Economic Development – no report.

Ordinance – no report.

Streets & Property – Alderman Stern reported on behalf of Alderman Strohecker. Alderman Strohecker wants to see items get done. This could be a catch up year. Alderman Stern read several projects which Alderman Strohecker would like to see completed this year:

1. Will Street sewer
2. finish up East Lanark Avenue – road tubes, curb & gutter, sidewalks, seal coat, etc. to get street back together. Queckboerner is requesting a tube and ditch filled in. The City supplies the tube and fills in.
3. fire hydrants – we were at 8 but are now up to 10.
4. sand filter – need to start working on these.
5. seal coating.
6. sidewalks.

Personnel – In Alderman Weaver's absence, Alderman Stern reported at the last Personnel Committee meeting, they discussed hiring additional help. An ad was to go in the newspaper for part time at \$8.00 - \$10.00 per hour. If inexperienced, \$8.00/hour but if more experienced, up to \$10.00/hour. Committee helped write ad at the meeting. Alderman Stern feels that we need to get ad in paper as Alderman Weaver is out of town. The Clerk was asked to put ad in paper. The Clerk reported after receiving Alderman Weaver's email regarding the minutes and comments of the meeting, she emailed him informing him the deadline for the newspaper is Noon on Monday. She also inquired if he wanted her to place the ad and what did he want it to say. She did not receive any response from Weaver until Tuesday when he called. During their conversation she learned Weaver did not receive an email from her. The Clerk announced she did not understand what was happening with emails – is it our service or the Internet as a whole? The Clerk asked everyone to consider this as Marty Beranek of MSA had emailed a project update for the last meeting but we never received it. Alderman Huggins announced there have been problems with our service. Alderman Grant would like to

hire Chuck Strohecker again. When asked about a license, Grant announced he is trying to get license back but was recently denied. It was suggested starting pay of \$11.50/hour for part time starting Easter to when the snow flies, would start in where left off last fall. It was suggested not to put any restrictions – can do anything. When Strohecker started last fall, it was for three days a week then went to full forty hours per week. Alderman Macomber feels no license limits what Strohecker can do. When asked what he does when he needs to run for stuff, Guenzler announced he uses the tractor. Some Council members felt this was not right. It was agreed Mayor Barnes would write the ads for newspaper. Alderman Stern reported the committee recommended hiring full time for Guenzler – fall of 2008. The idea being to work with Guenzler to prepare for his retirement. Alderman Stern would like to see Guenzler get his sewer license. Guenzler announced Johnson is currently studying for CDL. The Mt. Dept. definitely needs more help in order to accomplish all we want.

MSA Professional Services presented a project update (copy on file). Marty Beranek and Sharon Pepin were present. Beranek began by announcing Pepin is no longer employed by MSA. She has gone out on her own. MSA has contracted Pepin to finish up some of the current projects. Pepin gave opportunity for any questions before beginning – none. Pepin began reviewing the project update. The fourth quarter report for the Brownfield grant is complete and ready for Mayor's signature. The City has received check from State for the first reimbursement of grant. Pepin explained the next steps for site restoration. Grant amendment needs to be submitted. MSA is in process of putting together and sending to Mike Charles at EPA. We want to be sure we're all up to date on what's going on. For the next meeting, MSA will have cost estimates. No more investigative work until EPA approves. Leland Street status is unchanged – possibly a reduction in project. MSA presented drawing for suggested reduction. The City has been awarded monies. If reduction in project, also reduction in monies. MSA suggested sitting down to discuss options for change in order to reduce project costs – still need to leave viable project to get trucks in and out. Water main could be left out. Beranek feels we need to go through and see what can be trimmed to reduce project costs. Discussion went to routing trucks in by North Rochester to Leland and over. Alderman Huggins questioned breaking the project into two years. All seemed to agree to setting a committee meeting - soon. Pepin asked if Council would like MSA to estimate the cost from Rochester in. Alderman Huggins feels the numbers do not have to be exact at this point. Alderman Huggins feels if we do not get this road in, we can't get someone to build new business in there. All seemed to agree to have MSA get cost estimates. Committee meeting was set for April 12<sup>th</sup> at 7:30 PM (Streets & Property, Water & Sewer, Finance and Economic Develop. committees). All seemed to agree to keep truck traffic on Leland not reroute to Rochester. CIP and Strategic Plan drafts were submitted. Pepin asked everyone to look at prioritizing from 1-5. (5 – 2007, 4 – 2008, 3 – 2009, 2 – 2010, 1 – 2011) Possibly review at the April 12<sup>th</sup> meeting. All agreed. Medallion well status – cap for now; not abandon. Still have opportunity later. MSA feels this well is invaluable. MSA put in CIP to look at metering at some point. Mitchell questioned the use of meters. Water consumption is high because it's "free" (unlimited). Mitchell feels the cost of meters, more billing, more employees, etc. would have more overhead. Recalibrations of meters should be every two to three years. Well meters should be calibrated annually. There are pros and cons to meters.

Beranek announced they appreciated the letter letting them know about their service. It was a wake up call. Beranek and Pepin both apologized and will work towards getting back on track as in the past years – get things going forward. Beranek discussed flow

metering program and presented task order for review. This is budgeted in the CIP for \$12,500. This cost does not include the meter rental. Beranek suggested the City renting directly from company rather than MSA in order to trim cost – cut out the middle man. MSA will over see all of project. Approximate cost of meter would be \$1,000 per meter per month, maybe a little higher. We will need to rent six. **Motion** made by Alderman Macomber, seconded by Alderman Huggins to accept MSA's task order for system wide sanitary sewer flow monitoring program. All ayes. Motion carried. Alderman Macomber proposed the City directly rent the meters. Mayor Barnes thanked MSA.

Ed Mitchell recommended not getting involved in FCC and Mediacom issue. Appropriation ordinance must be done by end of first quarter of fiscal year. Mitchell will have an update on Valente for the next meeting. Mayor Barnes gave Mitchell the auditor's agreement letter for review. Mitchell will have for next meeting.

Les Guenzler, Maintenance Supervisor submitted written report. While discussing East Claremont parking signs, Alderman Macomber announced he was asked unofficially about opening the alley behind Shell station. It is a grass alley. Mayor Barnes inquired as to what this would do. Macomber explained it would allow for vendor parking. Guenzler questioned where to put the residential parking only signs on East Claremont – possibly put parking spots, paint parking stalls. Window was broken out of the building at 111 South Broad. All seemed to agree to replace glass and do not turn into insurance. Alderman Huggins reported cutting back the leaf program was discussed at a committee meeting. We have a schedule. Currently when done with one section, go on to another, possibly doing the whole town in a day. This is putting lots of miles on the machine – wear & tear. Huggins questioned if we could do one section and quit. Guenzler reported we can see how leaves pile up.

Alderman Grant questioned Chief Page on the yellow pages bill. Chief announced it has been taken care of. Grant asked about the bill for bookmarks. Chief Page announced they are for Halloween. It is a reminder of how kids can stay safe on the Internet. Chief announced he would like to order glow bracelets also. Quantity of 400 is cheaper. All seemed to agree to order. Chief puts together in gift bag and takes to school. All seemed to like this.

Alderman Huggins questioned who was responsible for repairing the buckling of the street at West Lanark Avenue and Route 64. Guenzler announced the State had called for a JULIE locate for blacktop and tube replacement. Alderman Huggins reported he met with Mark Hansen regarding kids walking to school. He will get Shannon mayor and school to work together. Huggins announced it will probably cost \$3,000 for MSA to fill out application – not really grant writing. There are samples to download. Huggins questioned if we wanted to try to fill out ourselves. All seemed to agree. Alderman Huggins reported Hansen feels the sidewalks are not kept shoveled. Do we have an ordinance regarding that? This needs to be looked into.

Alderman Macomber and Alderman Stern did not have any additional business.

The Clerk questioned if the Council was ready to release the check to MSA which was held from the last meeting. Agreed. The Clerk reported a church member was inquiring since their pastor has left and will take some time before another moves into parsonage, would the city be willing to stop billing if the water is left on. All seemed to agree to treat as all other rental properties – all or none. Alderman Macomber and the Clerk had

discussed the need for a City credit card and petty cash. Macomber explained it could be held in City Hall for purchases which require payment at the time of ordering. The Clerk explained in the past she has used her personal credit card for orders and then the City reimburses her. Alderman Macomber did not feel this was the best policy. The petty cash would be helpful for the Clerk to make change for water bill payments. Alderman Macomber suggested putting a limit of \$2,500 per day on the card. It was suggested getting a debit card rather than a credit card. All seemed to agree to the debit card and \$50 petty cash.

Mayor Barnes did not have any additional business this evening.

**Motion** made by Alderman Macomber, seconded by Alderman Huggins to adjourn.

Meeting adjourned at 9:53 PM.

*Respectfully submitted,  
Jackie Hawbecker, City Clerk*