

MONDAY, JULY 15, 2024 7:00 P.M.
BOARD OF ALDERMEN
MINUTES

MAYOR MIKE WILCOX

ALDERMAN PAUL ROETTGER

ALDERMAN AARON NAUMAN

ALDERMAN LISA CAPSHAW CUSHING

ALDERMAN BERRY LANE

ALDERMAN TONY ROBERTS

ALDERMAN WHITNEY ROPER

CITY ATTORNEY, JIM HETLAGE
CITY ADMINISTRATOR, FRANK JOHNSON
DEPUTY CITY CLERK, JOANNE CARR

MEETING CALLED TO ORDER

The meeting was called to order at 7:00 PM by Mayor Wilcox.

ROLL CALL

Present: Alderman Capshaw Cushing, Alderman Lane, Alderman Nauman, Alderman Roettger, Alderman Roberts

Absent: Alderman Roper

Present: Frank Johnson, City Administrator; Mr. Hetlage, City Attorney; Terry Jones, Superintendent of Public Works; Brandon Trusty, Maintenance; Chief Jeff Beaton, Police Department; Joanne Carr, Deputy City Clerk

APPROVAL OF TENTATIVE AGENDA

Mayor Wilcox asked if there were any changes or corrections to the Agenda for the July 15, 2024, meeting. Alderman Roettger moved approval of the agenda for the meeting. Alderman Lane seconded the motion which was unanimously approved.

APPROVAL OF THE MINUTES FROM JUNE 17, 2024, MEETING

Mayor Wilcox asked if there were any changes or corrections to the Board minutes from the June 17, 2024, meeting. Alderman Nauman moved approval of the minutes with some changes. Alderman Capshaw Cushing seconded the motion, which was unanimously approved.

CITIZEN COMMENTS

None

TREASURER'S REPORT – JUNE 2024

Mr. Johnson reported that this report marks the end of the fiscal year, with more of the same results as noted in previous monthly reports. Mr. Johnson reported that there was a \$78,000 surplus in the general fund compared to \$168,000 in 2023 noting that \$600,000 had been moved into the Capital Fund. Mr. Johnson reported that deposits, taxes and investments continue to show healthy growth.

Alderman Roper joined the meeting virtually via Zoom.

RESOLUTIONS

R20-24 A RESOLUTION AUTHORIZING A CONTRACT WITH PARKING LOT MAINTENANCE (PLM) FOR CRACKSEALING, SEALCOATING AND RE-STRIPING OF THE CITY HALL COMPLEX PARKING LOTS

Alderman Lane moved approval of the reading of Resolution R20-24. Alderman Nauman seconded the motion.

Mayor Wilcox asked for a report.

Mr. Johnson stated this resolution was for maintenance work totaling \$4,550.00 for both parking lots at City Hall, which if approved would begin Monday through Thursday next week.

Mayor Wilcox asked if there were any other questions or discussions. There were none.

Mayor Wilcox called for a voice vote which was unanimously approved.

R21-24 A RESOLUTION AUTHORIZING TASK ORDER NO. 19 WITH LOCHMUELLER GROUP FOR THE DEVELOPMENT OF NEW IDENTIFIED PROJECTS FOR THE STORMWATER MASTER PLAN

Alderman Nauman moved approval of the reading of Resolution R21-24. Alderman Roettger seconded the motion.

Mayor Wilcox asked for a report.

Mr. Johnson reported that this resolution is related to adding two additional projects to the Stormwater Master Plan (SWMP).

Mr. Jones reported that the SWMP was a fluid document which could have additional projects added, noting that Clif Side Drive at Elm had an undersized culvert which has been identified by MSD. Mr. Jones stated that Lochmueller Group would look at the analysis, construction costs and format it into the City's program. Mr. Jones stated that likewise, the small culvert at Glen Elm and Glenway has been identified. Mr. Jones stated that the City did not know the details of the repairs yet for Glen Elm adding that MSD had not looked as yet. Mr. Jones stated that a study will be completed to determine the cost, which is the purpose of the resolution. Mr. Jones stated if the projects are too costly for the City to fund directly, the City and Lochmueller could submit to MSD for possible grant money.

Alderman Roettger asked if these plans would be added to any potential streets bond, if there was a bonding agency, and if Lochmueller would be brought in to review. Mr. Jones stated that the stormwater plans would need to be within reason and related to the roadway. Mr. Johnson stated that the purpose prior to moving forward with the bond was to identify potential eligible projects and a total overall cost.

Alderman Roettger asked if the culvert gets widened, will the study include analysis of how downstream culverts, etc., will be affected. Mr. Jones stated the study would be broad.

Mayor Wilcox asked if there were any other questions or discussions. There were none.

Mayor Wilcox called for a voice vote which was unanimously approved.

R22-24 A RESOLUTION AUTHORIZING A CONTRACT WITH
CROWN STAFFING TO PROVIDE TEMP FOR HIRE
SERVICES

Alderman Lane moved approval of the reading of Resolution R22-24. Alderman Roper seconded the motion.

Mayor Wilcox asked for a report.

Mr. Johnson stated that the Public Works department had been attempting to hire with a traditional job posting with negative results, and looked at other options which might work for the City. This contract would provide temporary hires at \$20.80 per hour, with a minimal markup paid to the staffing company. Mr. Johnson reported that the City received four bids with Crown Staffing offering a professional proposal, with the lowest mark up. Mr. Johnson reported that Crown Staffing had everything the City was looking for and would send qualified people, based on our job description adding that if the person didn't fit, another candidate would be sent. It was noted that if the City found someone who fit, following 13 weeks under contract, the City could hire them full time. Mr. Jones stated that the contract could be cancelled at any time. Alderman Capshaw Cushing stated that it was a good idea.

Mayor Wilcox asked if there were any other questions or discussions. There were none.

Mayor Wilcox called for a voice vote which was unanimously approved.

R23-24 A RESOLUTION AUTHORIZING A CONTRACT FOR
CONSTRUCTION ENGINEERING SERVICES AND OVERSITE
SERVICES WITH LOCHMUELLER GROUP FOR THE EAST ESSEX
AVENUE RECONSTRUCTION PROJECT (TASK ORDER #18)

Alderman Nauman moved approval of the readings of Resolution R23-24, R24-24, R25-24 under one motion. Alderman Capshaw Cushing seconded the motion.

Mayor Wilcox asked for a report.

Mr. Jones reported that with Surface Transportation Program (STP) projects, every new project item needed to be reviewed and approved adding that the East Essex project is a joint venture with Kirkwood and is coordinated in all aspects with Kirkwood. Mr. Jones stated that the project is currently out to bid until July 26th and Kirkwood has agreed to the costs for services for each City. Mr. Jones stated that the Board authorized Lochmueller to study the project, and that the project concessions which had to be made with residents included items that required engineering. Mr. Jones also stated that Lochmueller would be authorized to oversee day-to-day operations, handle compliance, and documentation, etc. Mr. Jones reported that this was a long-term project, adding that there would be federal reimbursement and noted that all numbers have been budgeted. Mr. Jones stated that each subsequent resolution tied into the East Essex project agreement with Kirkwood with Lochmueller Group acting as the City's Engineer adding that the memos included in the Board packet detailed all agreements.

Mayor Wilcox asked if there were any other questions or discussions. There were none.

Mayor Wilcox called for a voice vote which was unanimously approved.

R24-24 A RESOLUTION AUTHORIZING SUPPLEMENTAL AGREEMENT #2 TO THE ENGINEERING SERVICES CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES WITH LOCHMUELLER GROUP PERTAINING TO THE EAST ESSEX ROAD SURFACE TRANSPORTATION PROGRAM PROJECT

Alderman Nauman moved approval of the reading of Resolution R24-24. Alderman Capshaw Cushing seconded the motion.

Mayor Wilcox asked for a report.

The report was incorporated above and with a voice vote, unanimously approved.

R25-24 A RESOLUTION AUTHORIZING INTERGOVERNMENT AGREEMENT #3 PERTAINING TO THE JOINT VENTURE WITH THE CITY OF KIRKWOOD FOR THE EAST ESSEX AVENUE ROAD SURFACE TRANSPORTATION PROJECT

Alderman Nauman moved approval of the reading of Resolution R24-24. Alderman Capshaw Cushing seconded the motion.

Mayor Wilcox asked for a report.

The report was incorporated above and with a voice vote, unanimously approved.

REPORTS

Mr. Johnson

Mr. Johnson reported that his weekly report was included in the packet, adding that there was one other item to report related to concerns about vehicle maintenance. Mr. Johnson stated that the Public Works department had been doing the work but has had trouble filling the position of maintenance mechanic. Mr. Johnson stated that Officer Brian Melugin has been tapped to take over the role during his off hours and noted that Officer Melugin has extensive experience and will conduct basic maintenance of police vehicles. Mr. Johnson stated that Officer Melugin worked in Public Works with another municipality before becoming a police officer and was confident Officer Melugin would do a good job. Mr. Jones stated that Officer Melugin had taken up Ian Martin's spot at the PW yard, was respectful of the area and had already repaired a water pump and caliper for the Police Department. Mr. Jones stated that Officer Melugin does a good job and does not take much time adding that last month 8 hours were booked.

Mr. Johnson reported that there would be an appreciation BBQ on Thursday at noon to celebrate the Police Department accreditation and employee appreciation. The Board is invited to attend.

Ms. Carr

Ms. Carr reported that she would be retiring on August 6, 2024.

Alderman Roettger

Alderman Roettger congratulated Ms. Carr on her retirement.

Alderman Roper

Alderman Roper reported that she appreciated that the tree which fell on Berrywood was quickly removed by Public Works. Alderman Roper congratulated Ms. Carr.

Alderman Lane

Alderman Lane congratulated Ms. Carr on her retirement.

Alderman Capshaw Cushing

Alderman Capshaw Cushing thanked Ms. Carr for her service.

Alderman Roberts

Alderman Roberts thanked Mr. Jones for his informative communication regarding the Dwyer Road project and hoped that there would be no pushback.

Alderman Nauman

Mayor Wilcox

Mayor Wilcox reported that he would be attending the appreciation lunch and hoped the Board would attend, reported that the event titled Tons of Trucks would be held on August 10, 2024 at the Kirkwood Early Childhood Center Campus. Mayor Wilcox noted that this was a new event organized by Ms. Darmody and the Kirkwood PTO.

EXECUTIVE SESSION

Alderman Lane moved to adjourn to Executive Session. Alderman Capshaw Cushing seconded the motion. There being no further questions or discussion, Mayor Wilcox called for a vote:

Ayes: Alderman Nauman, Alderman Lane, Alderman Capshaw Cushing, Alderman Roper, Alderman Roettger, Alderman Roberts

Nays: None

ADJOURNMENT

Alderman Lane moved to adjourn the meeting, seconded by Alderman Nauman. The motion was unanimously approved.

These minutes are approved/amended as submitted this 5th day of August, 2024.

Joanne Carr
Deputy City Clerk