



REGULAR MEETING MINUTES
OF THE CITY COUNCIL OF THE CITY OF NEOGA HELD IN
CITY COUNCIL CHAMBERS, MUNICIPAL BUILDING, 533 CHESTNUT
DECEMBER 15, 2003, 7:00 P.M.

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Mayor Russell and the Pledge of Allegiance was recited. Those present were: Commissioners Stewart, Modglin, Varner, Mayor Russell and City Clerk Evans.

MINUTES

A motion was made by Commissioner Modglin to accept both the regular session and the executive session minutes of December 1, 2003. Seconded by Commissioner Varner. Ayes, Commissioners Modglin, Varner, Stewart, and Mayor Russell. Nays, none. Motion carried. 4-0.

PUBLIC AFFAIRS

CHIEF MATTERN REPORT

Chief Mattern reported that Officer Fuller has completed the last of four modulars and will test this week. Chief Mattern also informed the council that he has purchased a new digital camera for the department and a copy of the training session has been made for review by other officers. Mattern said that Ed Applegate, a Toledo Police officer, started working as a part time officer for Neoga. Applegate has worked with the police program, which will allow him to complete reports. At this time, the Neoga police department has three portable radios and when a part time officer works, one of the full time officers will need to leave their radio, so Mattern asked the Council if a new radio could be purchased for the part time officers at a cost of \$2,241.00. Commissioner Modglin made a motion to purchase a new radio for \$2,241.00 for the police department. Motion seconded by Commissioner Varner. Ayes, Commissioner Varner, Stewart, Modglin, and Mayor Russell. Nays, none. Motion carried. 4-0.

RURAL PARTNERS DUES

After a brief discussion, Commissioner Modglin made a motion to renew our membership in the Rural Partners program at a cost of \$200. Seconded by Commissioner Stewart. Ayes, Commissioner Stewart, Modglin, Varner, and Mayor Russell. Nays, none. Motion carried. 4-0.

2004 MEETING SCHEDULE

Commissioner Varner made a motion to hold the council meetings for 2004 on the first and third Monday of each month at 7:00 p.m. in the Council Chambers of the Neoga Municipal building, with the exception of July 5th and September 6th due to the Holidays. Those meeting will be held on Tuesday July 6th and September 7th. Motion was seconded by Commissioner Modglin. Ayes, commissioner Modglin, Varner, Stewart, and Mayor Russell. Nays, none. Motion carried. 4-0.

REVOLVING LOAN FUND

Jonathan McKenzie, Cumberland County Development Coordinator along with Doug McDermond from Coles County Regional Planning, made a presentation to the Council regarding the revolving loan funds. Both McKenzie and McDermond have joined forces to work with Greenup and Toledo on their RLF's and are offering to do the interviewing of applicants, putting the loan together, and managing the accounts for the City of Neoga.

McDermond also extended the services of Coles County Regional Planning commission to the city for loan and grant administration. McDermond explained that Coles County Regional Planning has in the past, done a comprehensive plan, prepared Neoga's revised zoning ordinance, and has done the Kern's CDAP loan for the City.

ORDINANCE 737-12-03

ORDINANCE TO AMEND ORDINANCE
NO.515-12-87 ENTITLED "AN
ORDINANCE FIXING THE SALARIES
OF EMPLOYEES OF THE CITY OF
NEOGA"

A motion was made by Commissioner Modglin to approve Ordinance 737-12-03, seconded by Commissioner Stewart. Ayes, Commissioner Varner, Stewart, Modglin, and Mayor Russell. Nays, none. Motion carried. 4-0.

KERN MANUFACTURING LOAN

Kern Manufacturing loan has ballooned in December and the consensus of the Council is to renew it with the same stipulation as the old loan. However, the Council would like to see the payroll reports for the Neoga plant.

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CUMBERLAND COUNTY GIS

Gary Kastl reported to the Council that the Cumberland County GIS program must be in place before the 2005 tax year and everything seems to be well underway. Kastl would like to bring the Council and supervisors up to speed by holding a special meeting with the company that will be doing the work. The consent of the council was to hold the meeting on Monday January 26, at 7:00 p.m.

FINANCE

BILLS

The bills were presented to the council and Commissioner Modglin made a motion to pay the bills in the amount of \$67,878.34. Seconded by Commissioner Varner. Ayes, Commissioner Stewart, Modglin, Varner, and Mayor Russell. Nays, none. Motion carried. 4-0.

TREASURERS REPORT

The treasurer's report was given to the council and after review was okayed. Mayor Russell ordered the financial report to be placed in the files of the City Clerk.

PAYMENT REQUEST FOR SEWER DESIGN GRANT

Larry Johnson from Daily and Associates, presented the third and final payment request for the Sewer Design Grant. Commissioner Modglin made a motion to pay the request for \$59,377.52 to Daily & Associates. Motion seconded by Commissioner Varner. Ayes, Commissioner, Modglin, Varner, Stewart and Mayor Russell. Nays, none. Motion carried. 4-0.

PUBLIC PROPERTY

SUPERINTENDENT HAGERSTROM REPORT

Superintendent Hagerstrom reported to the Council that all city trucks and equipment has been winterized, and the sand spreader is being sand blasted and painted. Mattoon Water department has changed the way they treat their water and has donated the remaining chemicals to Neoga. Superintendent Hagerstrom also asked the Council to approve the upgrading of the level controls at the clear well at a cost of \$4,371.78 and the upgrade at the tower at a cost of \$4,500. Commissioner Varner made a motion to approve the purchase of level controls for the clear well and tower at a cost of \$8,871.78. Seconded by commissioner Modglin. Ayes, Commissioner Varner, Stewart, Modglin, and Mayor Russell. Nays, none. Motion carried. 4-0

IRS RULING

City Treasurer informed the Council that she has spoke with the auditors about the IRS Rule regarding the use of company owned vehicles and cell phones. The consensus of the Council is to have the employees sign a letter stating that they will not use company equipment for personal use. Also check with auditors regarding giving the employees a monthly allowance of \$35 for cell phone use and requiring the public works employees to start a mileage log.

DITCH BEHIND SEWER PLANT

Superintendent Hagerstrom explained the estimate from M&E Spraying regarding cleaning out the ditch behind the sewer plant. Hagerstrom felt that this will be a good idea, however, more estimates need to be taken and reviewed.

IEPA PERMITS

Larry Johnson presented Illinois Environmental Protection Agency Permit or Construction forms to be signed by the Mayor. Johnson explained that if we can show these permits are in process for approval, then that may help us receive the construction grant. Johnson also asked the Council to meet with Daily & Associates to review the final design grant application. The date set for this meeting is January the 26th, at 6:00p.m. Commissioner Varner made a motion authorizing the Mayor Russell to sign the IEPA Permit Applications. Seconded by Commissioner Modglin. Ayes, Commissioner Stewart, Modglin, Varner, and Mayor Russell. Nays, none. Motion carried. 4-0.

PUBLIC HEALTH AND SAFETY

AMBULANCE COORDINATOR REPORT

Alan Baker gave the November report to Council members, which included the number of calls, patients, the type of calls. He also explained his involvement in the Cumberland County Emergency Response team, which has been operating since April of 2001. Coordinator Baker explained to the Council that the bag cell phones located in each ambulance must be replaced due to them being analog and not digital. At this time, there are places throughout the county that the phones do not work. These phone are used to send 12 leads information to the hospital. Baker explained the ambulance rate structure and asked the council to consolidate the outside city limits and district fees into the base rate fee and increase the third EMT fee from \$20 to \$50. Commissioner Stewart made a motion to consolidate the ambulance rates and increase the third EMT rate. Motion was seconded by Commissioner Varner. Ayes, Commissioner Modglin, Varner, Stewart, and Mayor Russell. Nays, none. Motion carried. 4-0.

BUILDING INSPECTOR REPORT

Building Inspector Gary Kastl reported that he has inspected the property located at 498 and 510 Walnut Avenue. 510 Walnut has been completely gutted and is ready for demolition. 498 Walnut has the eaves rotting off, floors are sagging, and the roof is caving in on the back porch. Also, the residence at 532 Elm, which is for sale, has a roof that is sagging and needs to be watched. Commissioner Stewart informed the Council that the title search has been completed on both Walnut properties and should be posted soon.

EXECUTIVE SESSION

RECESS INTO EXECUTIVE SESSION

Commissioner Varner made a motion to adjourn into executive session at 10:20 p.m. Motion was seconded by Commissioner Stewart. Ayes, Commissioner Varner, Stewart, Modglin and Mayor Russell. Nays, none. Motion carried. 4-0.

RECONVENED AND ROLL CALL

The meeting reconvened on a motion from Commissioner Modglin, seconded by Commissioner Stewart. Those present for roll call were: Commissioner Stewart, Modglin, Varner, and Mayor Russell.

HIRING OF POLICE OFFICER

Commissioner Stewart made a motion to hire Marlon Williams to fill the full time police officer position at a salary of \$28,500. Seconded by Commissioner Modglin. Ayes, Commissioner Stewart, Modglin, Varner, and Mayor Russell. Nays, none. Motion carried. 4-0.

ADJOURN

Commissioner Modglin made a motion to adjourn the meeting at 11:25 p.m. seconded by Commissioner Varner. Ayes, Commissioner Modglin, Varner, Stewart and Mayor Russell. Nays, none. Motion carried. 4-0.

Jay Russell, Mayor

Brenda Evans, City Clerk

Date