

COUNCIL MEETING MINUTES
Tuesday September 13th, 2022, 5:30 P.M.
City Hall Council Chambers
115 N 3rd Street

The Council of the City of Oregon met Tuesday September 13th, 2022, at 5:30 P.M.

The meeting was held at the City Hall Council Chambers and on Zoom.

Present: Mayor Ken Williams
Commissioner Melanie Cozzi
Commission Terry Schuster
Commissioner Kurt Wilson
City Administrator Darin DeHaan
Police Chief Shawn Melville
City Clerk Cheryl Hilton

Also Present: Public Works Director Bill Covell, Mark Herman, and George Howe.

Present via Zoom: Corey Buck, City Attorney Paul Chadwick, Commissioner Tim Krug, Terry Plemmons, and Alexa Zoellner.

Mayor Ken Williams called the meeting to order.

Chief Shawn Melville started the pledge of allegiance.

No Public Comment.

Commissioner Kurt Wilson moved to approve the August 23rd, 2022, minutes, Seconded by Commissioner Tim Krug.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Commissioner Kurt Wilson moved to approve the August 30th, 2022, Work Group minutes, Seconded by Commissioner Melanie Cozzi.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Commissioner Terry Schuster moved to approve payroll in the amount of \$57,348.65 and the current warrants as listed:

AEP Energy	\$2,562.60
Ancel Glink, P.C.	\$115.00
Autumn on Parade	\$2,000.00
Bev Olson	\$122.00
Blue Cross Blue Shield	\$11,054.18
Byron Bank	\$746.01
Byron Bank	\$1,920.52

Byron Bank	\$8,281.72
Cassandra Chapman	\$600.00
Cintas	\$59.90
City of Oregon	\$4,116.82
City of Oregon	\$12,697.30
Civic Plus LLC	\$2,250.00
Coliseum Museum of Arts, Antiques & Americana	\$4,049.45
Comcast	\$155.55
Comcast	\$401.84
ComEd	\$25.13
Constellation NewEnergy, Inc	\$2,783.18
Dan Dietrich	\$29.00
DeKalb Implement	\$173.69
Dixon Paint Co	\$1,692.80
Drydon/A DXP Company	\$4,514.12
Dynamic Horizons Computer Service	\$3,737.50
Engel Electric co.	\$7,719.20
Envision Healthcare, Inc	\$240.00
Ferguson Enterprises LLC #2516	\$3,753.44
Ferguson Enterprises LLC #3325	\$1,655.45
Fidelity Security Life Insurance	\$159.36
Fischer's	\$11,432.96
Frontier	\$59.22
Frontier	\$362.77
Greg Spencer	\$37.97
Hagemann Horticulture LLC	\$4,600.00
IP Communications, Inc	\$637.01
James Taylor	\$715.00
Jasman Martin	\$400.00
Jasmin Martin	\$400.00
Jo Merrill	\$100.00
Joseph & Michael Ring	\$69.00
Joseph Brooks	\$45.00
Josiah Flanagan	\$100.00
Kaufman	\$16,800.00
Kunes Country Auto Group	\$172.64
Leslie Penoyer	\$8.00
Lindsay Wicker	\$46.00
Lynn Kaufman	\$16.00
Menards	\$376.51
Moring Disposal	\$68.00
Moring Disposal	\$19,610.20
NAPA	\$170.92
O'Brien Civil Works, Inc	\$287,012.02
Ogle County Clerk and Recorder	\$60.00

Oregon Snyder	\$23.59
Pace Payment Systems Inc	\$5.00
Physicians Immediate Care	\$142.00
Physicians Immediate Care	\$262.00
Pines Meadow	\$338.00
Polo Cooperative Association	\$5,991.15
Postmaster	\$7.85
Quill	\$172.98
Rush Power Systems	\$728.78
Secretary of State	\$1,757.00
Security Lock, Inc	\$575.00
Share Corp	\$343.89
Standard Equipment Co	\$61.09
Sterling Commercial Roofing	\$523.00
Trailer Delivery Service	\$900.00
Uniform Den East, Inc	\$126.50
Village of Progress. Inc	\$934.60
Wes Hughes	\$1,950.00
William Thomson	\$30.00
Willett Hofmann & Associates, Inc	\$19,835.85
Wipfli	\$7,500.00
Wipfli	\$16,350.00
	\$479,473.26

Seconded by Commissioner Tim Krug.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Commissioner Terry Schuster moved to approve the FY22 Financial Audit, Seconded by Commissioner Kurt Wilson.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Commissioner Tim Krug moved to approve Pay Request #6 for O'Brien Civil Works ongoing work on 3rd Street, Seconded by Commissioner Terry Schuster.

Discussion: Commissioner Tim Krug said the payment is in the amount of \$73,130.31. Public Works Director Bill Covell said there may be only one more pay request and the project in on budget. He also said the project should be done before Autumn on Parade. Madison, Jefferson, and 3rd Street will all be paved at the same time. City Administrator Darin DeHaan asked if the 1st Street project is ready for completion. Public Works Director Bill Covell stated 1st Street is ready to go as well.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Commissioner Melanie Cozzi moved to table the Roof Bid for the Coliseum, Seconded by Commissioner Kurt Wilson.

Discussion: City Administrator Darin DeHaan said he has tasked Public Works Director Bill Covell with obtaining three estimates for the Coliseum roof. Currently waiting for all estimates to come in and will present them to the City Council when they have all been received. Mayor Ken Williams stated the city wants to get as many estimates as possible to keep the cost low.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Commissioner Melanie Cozzi moved to approve the Generator Project for the 10th Street Well and City Hall, Seconded by Commissioner Terry Schuster.

Discussion: City Administrator Darin DeHaan stated this has been an ongoing project. Public Works Director Bill Covell stated he compared the two proposals that were received. He suggested the city move forward with the proposal from Rush. Both quotes were very comparable, however Rush was cheaper. City Administrator Darin DeHaan said this project will do two things at once. It will help the water/sewer department during power outages, previously they have moved a generator around. He also said this will help at City Hall during power outages with keeping the phones up and running. Commissioner Terry Schuster said a few years ago the water/sewer department was out all night long moving the portable generator from one place to the next. Public Works Director Bill Covell said due to increased infiltration during storms, backup power is necessary for the lift stations. Commissioner Terry Schuster asked if the generator at City Hall would also help with the well at City Hall. City Administrator Darin DeHaan stated it was looked into however there were many complexities. Mayor Ken Williams asked what the cost is for the project. Public Works Director Bill Covell stated it was roughly one hundred twenty-eight thousand dollars. City Administrator Darin DeHaan said the electrical contract would be an additional twenty to thirty thousand dollars. Mayor Ken Williams asked if the project would be paid with sewer and water funds. City Administrator Darin DeHaan said Civil Defense funds would finance the project. Commissioner Terry Schuster stated Civil Defense funds are for emergency preparedness. Public Works Director Bill Covell said Engel Electric is on board. The lead time on the generators from Rush is about four weeks.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Mayor Ken Williams stated Resolution 2022-7 is a first reading regarding paying some vendors prior to approval of the Mayor and Council. He stated at times there are two or three weeks before warrants can be paid. City Administrator Darin DeHaan said with his oversight, this will expedite the process. Warrants would still come to the City Council for approval. Mayor Ken Williams said the Commissioners will still see what has been paid and monitor the process. Commissioner Melanie Cozzi asked in the event a warrant is questioned or challenged, it would be after the payment had already been paid. Mayor Ken Williams stated that all warrants can still be questioned. Commissioner Terry Schuster said all warrants have multiple eyes on them before they are paid either by the department head, City Administrator, or the Commissioner. There are a lot of protections

already built into the process. Mayor Ken Williams stated the process needs to be secure and timely, all the questions are good questions and asked all Commissioners to look at the ordinance and bring any questions or recommendations back to the City Council.

City Administrator Darin DeHaan said he wants the position of Code Enforcement Officer to be well defined, education always comes before enforcement in the ordinance. There has been some discussion on the title of the position, however the position is sworn in by the mayor and this is where the term officer comes in. If they join organizations or code enforcement associations, the title would be important. He wrote the ordinance specifically with education before enforcement and the work created by the position is the important thing. Mayor Ken Williams asked the commissioners to review the ordinance before the next Council meeting. Commissioner Melanie Cozzi asked if the code enforcement officer would have a formal or be more casual. City Administrator Darin DeHaan said the position would have a two-hundred-and-fifty-dollar uniform allowance but will not have a police uniform. A multipurpose UTV will be purchased for the new position. The position is part time, twenty hours a week, with no benefits.

City Administrator Darin DeHaan asked Public Works Director Bill Covell to do a quick presentation to the City Council before the lead service line project is fully launched. Public Works Director Bill Covell said the EPA is pushing this project. There is a grant available to help supplement the project. City Administrator Darin DeHaan said there is a page on the city website for people to learn more about lead service lines. An informational brochure has been completed and will be mailed to residents. Public Works Director Bill Covell said unless the line is shut down, turned off, or disrupted somehow, the water usually does not pick up the lead particulate. He also stated boiling water does not take lead out of the water. Mayor Ken Williams said there is no lead in the watermains in the street, it would only be in the lines from the main to the house. Public Works Director Bill Covell said the EPA requires the whole line to be replaced, not just where there is lead in the line. Residents will have the opportunity to check the lines in their own homes and complete a survey, if the residents do not respond city employees will be checking each home. Commissioner Terry Schuster asked who is responsible to pay for the replacement of lead service lines. Public Works Director Bill Covell stated he is hoping to get a one hundred percent forgiven loan from the EPA. City Administrator Darin DeHaan said it is imperative the city gets started as soon as possible. Public Works Director Bill Covell stated galvanized lines would also be included in the lead line replacement. Mayor Ken Williams asked if this would be for commercial and residential service lines. Public Works Director Bill Covell said all service lines will be surveyed to ensuring a complete inventory of service lines for the city. He also said the city has about sixteen hundred active service lines, and they are anticipating about two to three hundred service lines impacted. Mayor Ken Williams stated there are some service lines that are not in city limits but are hooked to the city water service. Commissioner Melanie Cozzi asked if the letters will be going to renters and owners. City Administrator Darin DeHaan said all metered services, owners and renters will receive a cover letter and informational guide. Commissioner Terry Schuster asked if the homeowner could choose to not have the line replaced. Public Works Director Bill Covell said they would have to sign a waiver stating they would take the risks on themselves, and the EPA could potentially tell

them they would not be able to sell their home. He said there are usually very few people who would decline. Commissioner Terry Schuster asked if the public works department could manage a portion of the project themselves. Public Works Director Bill Covell said there will be a contractor and Willett Hofmann will be helping with the project. The public works department will be doing some of the scheduling which will help keep the costs down. Commissioner Melanie Cozzi asked if the survey needed to be completed by April. Public Works Director Bill Covell stated the surveys would need to be completed within a few weeks. Mayor Ken Williams asked for a status report on the number of surveys completed. Public Works Director Bill Covell stated construction will not start until the spring, at this point a completed is needed to apply for the grant.

Chief Shawn Melville gave an update on the attempted squad car purchase. He said they are still unable to order a squad car. They have reached out to multiple dealers with no luck. City Administrator Darin DeHaan asked if a normal car could be utilized instead of an outfitted police car. Chief Shawn Melville stated they have considered this as well as a used vehicle, they are just not ready to give up on a new car.

Public Works Director Bill Covell said the final restoration is started on 3rd Street, 1st Street has been cored out, and Jefferson Street is ready to be paved. Construction on Madison Street is also being completed however they are working with the owner of McDonalds to make sure the delivery trucks are still able to get in.

City Attorney Paul Chadwick has been working on a few projects with City Administrator Darin DeHaan.

City Administrator Darin DeHaan shared pictures of the public works department. He stated Public Works Director Bill Covell has started to integrate both divisions, streets, and water/sewer, into working on projects together in house. There is also a picture of Jeff with a new trailer purchased for the public works department. The trailer will be able to handle everything in public works. He also presented a photo of a bucket truck that is being purchased. This will allow some of the tree work to be done in house and save money spent on contracted labor. Public Works Director Bill Covell said he is still looking for a chipper to add to the bucket truck. Commissioner Terry Schuster asked how long it would take before the truck paid for itself. He said he sees a lot of bills for lift trucks. Public Works Director Bill Covell said the bucket truck will be used for other projects, not just tree trimming, there are a lot of advantages to purchasing the bucket truck. Commissioner Terry Schuster asked if the public would have access to the chip piles. Public Works Director Bill Covell said it is being worked on.

City Administrator Darin DeHaan also stated Shawn Melville has submitted his letter of resignation effective October 2nd. He has accepted a position within the private sector. He has given the city 24 years of service. Most of City Administrator Darin DeHaan's career, Chief Shawn Melville was his second in command. Chief Shawn Melville has also managed the police department through some unique situations during Covid. City Administrator Darin DeHaan shared his adoration and thankfulness to Chief Shawn Melville for his career. Chief Shawn Melville's letter of resignation was shared with the

City Council. City Administrator Darin DeHaan is working with the Mayor and Commissioner Schuster for a potential replacement. The City Council thanked Chief Shawn Melville.

Commissioner Kurt Wilson said he received another message from City Hall about recycling being dumped into the same truck as garbage. He has sent an email to Moring Disposal, and he will give an update at the next council meeting. He encouraged residents to call City Hall if they see this happening so the issue can be resolved.

Commissioner Melanie Cozzi said the new safety vests for the public works department look great. She said there is a farmers market this Thursday and the final farmers market next week. Rustic Ridge Axe throwing will be there and free face painting for kids.

Commissioner Tim Krug said he hopes the bucket truck works out.

Mayor Ken Williams thanked all the organization involved with the Community Clean up. He is asking the sustainability committee to create a plan to utilize ARPA funds for an energy grant to add charging stations to local businesses. He also said he received a request about the occupancy at Rivers Edge banquet hall. He said the International Building Code states there is active and passive fire protection. Rivers Edge did all the passive fire protection. They did not do the active fire protection which includes sprinklers. He stated he has researched Chicago IL fire codes, as they are the leaders on fire safety and fire codes. Chicago IL revised this section of the International Building Code and instead of the fire area exceeds five thousand square they changed it to twelve thousand square feet. Chicago IL also changed the fire occupancy from five hundred or more to three hundred or more. Three hundred people could be in Rivers Edge if it were in Chicago IL but not in Oregon IL. He stated the fire codes in Oregon IL are stricter than those in Chicago IL. He asked the City Council to consider the adoption of an ordinance to state twelve thousand square feet and three hundred or more. He said safety is paramount. He would like it to be discussed at the next council meeting.

Commissioner Melanie Cozzi moved to adjourn the meeting, Seconded by Commissioner Kurt Wilson.

Roll Call: Cozzi, Krug, Schuster, Wilson, Williams. No Nays.

Adjourn: 6:19 P.M.

Ken Williams, Mayor

Attest: _____
Cheryl Hilton, City Clerk