

WEST FRANKFORT REGULAR COUNCIL MEETING
TUESDAY, NOVEMBER 24, 2015

1. MAYOR JORDAN CALLED THE MEETING TO ORDER AT 10:00 A.M. REQUESTING A ROLL CALL. ALL COMMISSIONERS WERE IN ATTENDANCE, ALONG WITH THE CITY ATTORNEY AND CITY CLERK.
2. MAYOR JORDAN ASKED FOR APPROVAL OF THE MINUTES FROM THE REGULAR COUNCIL MEETING OF NOVEMBER 10, 2015. COMMISSIONER HARKINS MADE A MOTION TO APPROVE, SECONDED BY COMMISSIONER CHAMBERS. ROLL CALL VOTE: ALL COMMISSIONERS AND MAYOR JORDAN VOTED TO APPROVE. MOTION CARRIED.
3. MAYOR JORDAN NEXT ASKED FOR APPROVAL TO PAY CITY BILLS AND PAYROLL IN THE AMOUNT OF \$248,476.80. COMMISSIONER SIMPSON MADE A MOTION TO APPROVE, SECONDED BY COMMISSIONER CHAMBERS. ROLL CALL VOTE: ALL COMMISSIONERS AND MAYOR JORDAN VOTED TO APPROVE. MOTION CARRIED.
4. THE NEXT ITEM WAS APPROVAL OF A RESOLUTION APPOINTING TARYN HARTSEIL AS DEPUTY CITY CLERK. THE MAYOR STATED TARYN HAS BEEN WITH US SINCE MAY SHE IS A GREAT ASSET TO THE WATER OFFICE. WE NEED SOMEONE AS A BACK UP INCASE ANGIE CAN'T BE HERE. I WOULD LIKE TO ASK THE COUNCIL APPROVAL TO APPOINT TARYN AS DEPUTY CITY CLERK. COMMISSIONER CHAMBERS MADE A MOTION TO APPROVE, SECONDED BY COMMISSIONER BLADES. ROLL CALL VOTE: ALL COMMISSIONERS AND MAYOR JORDAN VOTED TO APPROVE. MOTION CARRIED.
5. THE NEXT ITEM WAS DISCUSSION, WITH POSSIBLE ACTION, REGARDING FAÇADE IMPROVEMENT GRANTS. THE MAYOR STATED WE HAVE TWO FAÇADE IMPROVEMENT GRANTS FOR US TO CONSIDER. THE FAÇADE IMPROVEMENT PROGRAM IS PAID FOR OUT OF THE TIFF DISTRICT MONEY. OUR PROGRAM ALLOWS FOR US TO MATCH UP TO \$5000.00 50/50 MATCH. THE DESIGN AND DESIRE OF THIS PROGRAM IS TO IMPROVE THE FRONT OF THE DOWNTOWN BUSINESSES. THE FIRST REQUEST IS FROM THREE ANGELS BROADCASTING. THEY HAVE A BUILDING AT 208 E. MAIN ST. THERE IS A PROBLEM WITH THE BRICK ON THE FRONT OF THE BUILDING IT IS FALLING OFF. THEY WANT TO REPLACE THE BRICK AND PUT UP A NEW SIGN. THE REQUEST IS \$2100 FOR THE NEW BRICK AND SIGN. COMMISSIONER SIMPSON MADE A

MOTION TO APPROVE, SECONDED BY COMMISSIONER HARKINS. ROLL CALL VOTE: ALL COMMISSIONERS AND MAYOR JORDAN VOTED TO APPROVE. MOTION CARRIED.

6. THE NEXT ITEM WAS DISCUSSION, WITH POSSIBLE ACTION, REGARDING FAÇADE IMPROVEMENT GRANTS. THE REQUEST IS FROM RICK HENSON HIS BARBER SHOP IS AT 106 W. MAIN ST. HE WOULD LIKE TO REPLACE HIS WINDOWS IN THE FRONT OF HIS BUILDING WITH TINTED WINDOWS. RIGHT NOW HE HAS WOOD OVER THE WINDOWS. THE COST OF THIS WILL BE \$6557.00 OUR PORTION WOULD BE \$2500. WE HAVE APPROVED A FAÇADE GRANT IN 2014 THAT HE WAS NOT ABLE TO COMPLETE. THE CITY NEVER PAID ANYTHING ON THE GRANT HE WAS UNABLE TO COMPLETE. THE OLD GRANT WAS VERY SIMILAR TO THE GRANT HE IS NOW REQUESTING. COMMISSIONER CHAMBERS MADE A MOTION TO APPROVE, SECONDED BY COMMISSIONER SIMPSON. ROLL CALL VOTE: ALL COMMISSIONERS AND MAYOR JORDAN VOTED TO APPROVE. MOTION CARRIED.
7. THE NEXT ITEM WAS DISCUSSION, WITH POSSIBLE ACTION, REGARDING REVOLVING LOAN APPLICATIONS. THERE WAS NO ACTION TAKEN.
8. THE NEXT ITEM WAS DISCUSSION, WITH POSSIBLE ACTION, REGARDING PURCHASE OF A SOFTWARE PROGRAM FOR CODES AND LICENSING. THE MAYOR STATED UNDER THIS ADMINISTRATION THE CITY HAS TAKEN A LOT OF RESPONSIBILITY WITH OUR CODES. WE HAVE A RENTAL PROGRAM THAT WE DO INSPECTIONS ON, WE CHARGE FEES, WE HAVE RE-INSPECTIONS, WE HAVE A TIME TABLE WHERE EVERY THREE YEARS THEY COME BACK UP FOR RE-INSPECTION. WE HAVE A LOT OF LOGISTIC PROBLEMS HANDLING ALL OF THIS WITH JUST A NOTE BOOK AND FILE FOLDER. WE AREN'T ABLE TO SEARCH THIS INFORMATION VERY WELL. WE ARE DOING A GREAT JOB KEEPING TRACK OF ALL THIS; IT IS JUST BECOMING A PROBLEM. WE WENT SEARCHING FOR A SOFTWARE PROGRAM/ DATABASE PROGRAM THAT WILL ALLOW US TO PUT ALL THE PROPERTIES INTO ONE PROGRAM. WE CAN ALSO USE THIS FOR THE VACANT LOTS AND MOWING PROBLEMS. IT WILL HOPEFULLY BE TIED IN WITH OUR GIS AND CITY MAP. THIS PROGRAM IS EXPANDABLE TO THE POINT WHERE WE CAN ADD OVERLAYS. I THINK THIS IS A GOOD START AND IT ISN'T REAL EXPENSIVE THE COST IS \$3600.00 A YEAR. RIGHT NOW OUR LAKE LOT LEASES ARE ON 5 X 7 INDEX CARDS. THIS PROGRAM WILL ALSO MERGE IN WITH OUR WATER DEPARTMENT SOFTWARE WHICH WILL BRING

OVER THE PROPERTY INFORMATION. THE SOFTWARE COMPANY IS GOVQA. COMMISSIONER CHAMBERS MADE A MOTION TO APPROVE, SECONDED BY COMMISSIONER SIMPSON. ROLL CALL VOTE: ALL COMMISSIONERS AND MAYOR JORDAN VOTED TO APPROVE. MOTION CARRIED.

9. THE NEXT ITEM WAS DISCUSSION, WITH POSSIBLE ACTION, REGARDING APPROVAL OF THE MAIN STREE BEAUTIFICATION PROJECT. THE MAYOR STATED THERE HAS BEEN A LOT OF ACTIVITY DOWNTOWN WITH OUR PLANTERS/ POTS AND CHRISTMAS DECORATIONS. THIS ALL STARTED WITH A COUPLE LADIES WHO CAME TO US AND SAID THEY WOULD LIKE TO WORK DOWNTOWN. THEY HAVE BEEN DOING A LOT OF THIS WORK WITH DONATIONS OF THEIR OWN AND DONATIONS THEY HAVE RECEIVED FROM BUSINESSES. WE HAVE HELPED THEM A LITTLE. I THINK IT IS TIME WE SET ASIDE SOME MONEY IN A FUND THAT WE CAN UTILIZE FOR BEAUTIFICATION. THEY HAVE DONE A BEAUTIFUL JOB THEY HAVE PLANS FOR SPRING. BASICALLY WHAT WE ARE DOING IS REIMBURSING THEM FOR THE THINGS THEY HAVE PURCHASED. I THINK WE COULD USE SOME MORE BENCHES AND POTS DOWNTOWN. I WOULD LIKE TO SET ASIDE \$5000.00 FOR THEM TO USE TOWARDS MAKING OUR DOWNTOWN LOOK BETTER I THINK WE COULD TAKE THIS FROM THE TIFF FUND FOR DOWNTOWN. I WOULD LIKE TO HELP THEM OUT AND GIVE THEM SOME FINANCIAL SUPPORT TO PUT TOWARDS OUR COMMUNITY. COMMISSIONER CHAMBERS STATED I HAVE HAD MORE PEOPLE STOP ME RECENTLY THAN IN THE PAST FIVE YEARS. THEY TELL ME HOW NICE OUR DOWNTOWN LOOKS AND THEY ARE GLAD TO SEE SOME POSITIVE CHANGES. COMMISSIONER CHAMBERS MADE A MOTION TO APPROVE, SECONDED BY COMMISSIONER SIMPSON. ROLL CALL VOTE: ALL COMMISSIONERS AND MAYOR JORDAN VOTED TO APPROVE. MOTION CARRIED.

10. BUILDING AND SIGN PERMITS:

THE CODES OFFICER STATED A REQUEST FOR 1 BUILDING PERMIT.

I HAVE A REQUEST FROM VERN STARRICK HE LIVES AT 814 W. WORDEN HE IS REQUESTING A BUILDING PERMIT TO PUT UP AT 30 X 46 POLE BARN GARAGE IN HIS BACKYARD. HE IS HAVING A-1 BUILDERS BUILD IT. I WENT OUT AND CHECKED OUT THE LOT THIS WILL FIT JUST FINE. HIS PERMIT FEE WILL BE \$69. COMMISSIONER BLADES MADE A MOTION TO APPROVE, SECONDED BY COMMISSIONER HARKINS. ROLL CALL VOTE: ALL COMMISSIONERS AND MAYOR JORDAN VOTED TO APPROVE.

MOTION CARRIED.

11. MAYOR'S REPORT:

THE MAYOR STATED THIS IS THANKSGIVING WEEK I WANT TO WISH EVERYONE TRAVELING TO HAVE SAFE TRAVELS. WE HAVE A LOT GOING ON THIS WEEK. THE LIGHT PARADE IS TONIGHT AT 6:30 WE HAVE OVER SIXTY UNITS REGISTERD TO BE IN THE PARADE. THE FIRE DEPARTMENT STARTS OUT WITH A BIG ADVANTAGE BECAUSE THEY ALREADY HAVE LIGHTS ON THE TRUCK. WE WILL ALSO BE AWARDING THREE TROPHIES AND PRIZES FOR THE MAYORS CHOICE, MOST ORIGINAL, AND THE GRAND MARSHALL. I WANT TO THANK EVERYONE FOR ALL THE WORK THAT HAS GONE INTO THIS. I WANT TO THANK THE OFFICE STAFF AND TARA FOR DECORATING THE CHRISTMAS TREE DOWNTOWN. I ALSO WANT TO THANK THE CHAMBER FOR THE 38 NEW ORNAMENT DISPLAYS ON THE LIGHT POSTS. I ALSO WANT TO THANK ROGER AND THE STREET DEPT. FOR GETTING THEM ALL PUT UP.

12. COMMISSIONER'S REPORTS

COMMISSIONER HARKINS STATED THE POLICE AND FIRE DEPARTMENTS ARE DOING JUST FINE.

COMMISSIONER CHAMBERS STATED IT HAS BEEN REALLY ENCOURAGING SEEING SO MANY PEOPLE PARTICIPATING IN ALL THE STUFF WE HAVE GOING ON IN TOWN FOR CHRISTMAS, OUR TOWN HAS NEEDED THIS. IT SEEMS THAT THE COMMUNITY SPIRITS AND CHRISTMAS SPIRITS HAS COLLIDED AND IT HAS TURNED INTO SOMETHING REALLY NEAT. WE HAVE HAD PEOPLE FROM ALL KINDS OF DIFFERENT ORGANIZATIONS CHIP IN TO MAKE LOTS OF THINGS POSSIBLE. WE HAVE HAD THE CITY EMPLOYEES PUTTING UP THE DECORATIONS. THE GARDEN CLUB LADIES HAVE BEEN WORKING DOWNTOWN THE PAST FEW WEEKS. WE HAVE EVEN HAD HIGHSCHOOL STUDENTS COME OUT AND HELP. IT HAS BEEN A HUGE EFFORT BY THE WHOLE TOWN AND THAT IS WHAT MAKES IT SPECIAL. THIS IS THE START OF SOMETHING REALLY NEAT FOR WEST FRANKFORT FOR MANY YEARS TO COME. I FEEL BLESSED TO BE A PART OF IT.

13. AUDIENCE QUESTIONS OR COMMENTS:

I WOULD LIKE TO THANK ROGER FOR ALL THE HARD WORK HELPING MAKE ALL OF OUR CHRISTMAS SPIRIT IN TOWN POSSIBLE.

Q: (SCOTT F.) I HAVE A COUPLE COMMENTS AND A QUESTION. THE FIRST IS RECENTLY THROUGH A FOIA REQUEST I FOUND THAT TWO POSSIBLY THREE OF THE COMMISSIONERS HAVE NOT COMPLETED THEIR TRAINING WHICH IS REQUIRED BY LAW 90 DAYS AFTER YOU HAVE TAKEN THE OATH OF OFFICE. IS THERE A PLAN FOR THOSE COMMISSIONERS TO COMPLETE THEIR TRAINING AT ANYTIME IN THE NEAR FUTURE?

A: THE MAYOR STATED IF THEY HAVE NOT COMPLETED THE TRAINING WE WILL MAKE SURE THAT THEY HAVE. WE WANT TO BE IN COMPLIANCE. WHEN WE WERE ALL ELECTED FOUR YEARS AGO WE ALL TOOK THAT TRAINING. THIS YEAR I GUESS WE JUST FORGOT. SOME OF THE COMMISSIONERS MOST LIKELY THOUGHT THEY ONLY HAD TO TAKE IT ONCE AND THAT WAS IT. WE WILL MAKE SURE ALL THE COMMISSIONERS HAVE IT DONE.

Q: (SCOTT F.) MY SECOND QUESTION IS RELATED TO THE AGENDA AND I WOULD JUST LIKE SOME CLARIFICATION. ITEM NUMBER TWELVE WHICH YOU HAVE NOT GOTTEN TO YET BUT IT APPEARS ON ALL THE AGENDAS. IT INCLUDES THE PHRASE "WITH POSSIBLE ACTION" COULD YOU EXPLAIN WHAT THAT MEANS TO ME?

A: THE MAYOR STATED THAT IT MEANS WHEN WE COME OUT OF EXECUTIVE SESSION SOMETIMES WE DISCUSS THINGS. LET'S JUST SAY THERE IS SOMETHING FROM A LEGAL STAND POINT THAT THE ATTORNEY NEEDS TO TALK TO US ABOUT AND HE MAY HAVE A RECCOMENDATION THAT THE CITY COUNCIL TAKE ACTION. WE DON'T MAKE ANY DECISIONS IN EXECUTIVE SESSION. WE GET INFORMATION AND DISCUSS ALL THE ASPECTS THAT WE NEED TO MAKE A DECISION. THEN WE COME BACK OUT AND THE ACTION OCCURS HERE IN FRONT OF THE CITIZENS OF WEST FRANKFORT. WE JUST WANT TO LET YOU KNOW THAT WHEN WE COME OUT OF THESE EXECUTIVE SESSIONS THERE MAY BE SOMETHING THAT WE DO. WE MAY TAKE A VOTE UP HERE OR WE MAY HAVE SOMETHING THAT WE HAVE TO BRING BEFORE THE CITY. THESE ARE THINGS THAT WE CAN'T DISCUSS WITH YOU BEFORE HAND BECAUSE OF THE DELIGATE NATURE OF THAT. SUCH AS PERSONNELL AND THE ACQUISITION OF LAND WE HAVE CONTRACT NEGOTIATIONS THAT WE HAVE TO TALK ABOUT AND WE DON'T/ CAN'T MEET TOGETHER TO TALK ABOUT THINGS UNTIL THIS MEETING. WE CAN MEET ONE ANOTHER BUT WE CAN'T MEET AS A GROUP SO THE EXECUTIVE SESSION ALLOWS US TO TALK ABOUT SENSITIVE THINGS THAT CAN'T BE DISCUSSED OPENLY IN PUBLIC. AFTER IT IS DISCUSSED

AND THE INFORMATION IS DEPARTED TO US WE CAN COME OUT HERE AND CAN TAKE ANY ACTION.

Q: (SCOTT F.) IS THIS DONE ON THE SAME DAY? OR IS THIS DONE ON A LATER DATE? BECAUSE IF IT IS DONE ON THE SAME DAY THEN THE PUBLIC MAY NOT KNOW WHAT ACTION IS BEING TAKEN AND THAT WOULD BE CONTRARY TO THE OPENS MEETING ACT.

A: COMMISSIONER CHAMBERS STATED THAT IS WHY THE AGENDA STATES POSSIBLE ACTION. IF YOU WOULD LIKE TO KNOW WHAT THE ACTION IS, THEN COME TO THE MEETING. THE REASON THIS IS DISCUSSED IN CLOSED SESSION IS BECAUSE IT IS NOT A MATTER THAT CAN BE DISCUSSED IN OPEN SESSION. THIS IS THE ONLY TIME WE HAVE TO DISCUSS THESE MATTERS.

Q: (SCOTT F.) SO IT IS NOT AN ITEM ADDED TO THE AGENDA FOR THIS MEETING. IT WOULD BE DISCUSSED AT ANOTHER MEETING?

A: THE CITY ATTORNEY STATED IF AN ACTION NEEDS TO BE SUBJECT TO LISTING ON THE AGENDA THEN IT WOULD BE PLACED ON THE NEXT MEETINGS AGENDA. IF THERE IS AN EMERGENCY SITUATION OR SOMETHING WHERE WE NEED TO HIRE A PERSON TO FILL A NEED IN A DEPARTMENT, THEN THAT CAN BE DONE. EVERYTHING IS DONE OUT HERE.

14. MAYOR JORDAN ASKED FOR APPROVAL TO GO INTO EXECUTIVE SESSION TO DISCUSS CONTRACT NEGOTIATIONS, PERSONNEL, LAND ACQUISITION AND/OR PENDING LITIGATION, WITH POSSIBLE ACTION. COMMISSIONER HARKINS MADE A MOTION TO APPROVE, SECONDED BY COMMISSIONER SIMPSON. ROLL CALL VOTE: ALL COMMISSIONERS ALONG WITH THE MAYOR VOTED YES. MOTION CARRIED. THE COUNCIL WENT INTO EXECUTIVE SESSION AT 10:30 A.M.

15. WITH NO FURTHER BUSINESS TO BE DISCUSSED, THE MEETING WAS ADJOURNED ON A MOTION BY COMMISSIONER HARKINS AT 10:50 A.M.

MAYOR TOM JORDAN

ANGIE BAKER, CITY CLERK