

APPROVED
November 13, 2017

MARENGO CITY COUNCIL
Special Meeting Minutes
City Council Chambers
132 E. Prairie Street
Marengo, IL 60152
October 30, 2017

CALL TO ORDER

Mayor John Koziol called the meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

Mayor Koziol led everyone in the Pledge of Allegiance.

ROLL CALL

Present this evening are Mayor John Koziol; Aldermen Matt Keenum, Mike Miller, Michael Smith, Nicole DeBoer, Dennis Hammortree, Brett Martin, Todd Hall and Steve Mortensen. Also present are Assistant City Administrator Joshua Blakemore, Chief of Police Richard Solarz and Public Works Director Howard Moser.

PUBLIC PARTICIPATION

None

NEW BUSINESS

a. Discussion and Request for Direction on Marengo Cemetery Board

Alderman Hall updated the Council on new information that he has received regarding the various companies that would purchase the property (city cemetery), those being WI Carriage Services, and StoneMor Partners LP. He contacted another company today, known for being a broker, but did not expect to hear back from them at this time.

Assistant City Administrator Blakemore reported that Public Works Director Moser had obtained initial quotes from 3 mowing companies for doing the cemetery. The first was through Acres Group - \$23,296 done from April to October. Second was with Elite Landscaping - \$29,995 again from April to October. The third is with Clear View Landscape - \$30,800 from April to October.

He then handed out information from a company, Professional Cemetery Services, and introduced Mark Christopherson. Mark spoke to the Council, and noted that they do pretty much everything involved in running a cemetery: maintenance, grave opening/closing, record keeping, cement foundations for headstones, etc. Their company could provide all or some of these services for Marengo. There was also a discussion regarding expanding their services to include interment for cremations.

Alderman Smith questioned how we would put this out to bid, multi-year -- single year? Administrator Blakemore recommended that that decision be handled by the new board, as one of the tasks that they will be dealing with. Mayor Koziol noted that 3 people have approached him to be on the board, and he has talked to each of them. He was given a name this evening and will be in touch with that person as well.

There was discussion as to the volume of items (file cabinets and boxes, etc) that need to be transferred to City Hall, and Mrs. Richardson described sizes, etc. for the Council. The moving of those items needs to be completed by the 15th of December. The general consensus of the Council was to maintain a cemetery board. Decisions on how to proceed with maintenance of the property will need to be made at the beginning of the year, and bids for those items will be handled at that time.

Mayor Koziol will decide on a board (which requires a minimum of 3 persons) and will present his desired appointments at the November 13th, 2017 meeting for the Council's approval.

The current opening / closing of graves and pouring of the cement bases for headstones are being done by Lavern & Darryle Loudenbeck. They spoke with the Council about their desire to keep that relationship, and to possibly expand their services to include the mowing and maintenance.

b. Discussion and Request for Direction on Statements of Qualifications Received for Wastewater Engineering Services

Assistant Administrator Blakemore reported that 13 proposals were received. Eleven of the firms walked through the plant with Public Works Director Moser, asking questions, etc. Some of the proposals are more generic in content than others. Blakemore recommended that the Council whittle the group down to their top 4 or 5, and bring that information to the next Council meeting. At that time, a comparison between the Council will be made to see which firms are standing out to be brought in for interviews, and which firms are not. He noted that he put together a rubric that might be helpful in whittling down the list. The criteria he is using: 1) Expertise 2) Experience 3) Project Understanding and 4) Project Approach. He will email this to the Council to use, if they so desire. The Council asked that Public Works Director Moser provide his input on the proposals, as well as getting feedback from the people at the plant.

Alderman Smith asked what the WWTP minimum scope criteria, the median scope criteria, were they looking at this as a holistic approach, or just focus on a couple of specific areas. Public Works Director Moser noted that the workers at the plant and he, have some definite ideas on priorities at the plant, what should be done now, and also what needs to be done long term. He is looking for a firm that could address all of these items.

The Council members will bring their opinions to the November 13th, 2017 meeting, to whittle the list down at that time.

MAYOR'S STATEMENTS AND REPORTS

Mayor Koziol thanked everyone for attending these special meetings.

DEPARTMENT HEAD AND STAFF REPORTS

None

REPORTS AND STATEMENTS FROM CITY COUNCIL

Alderman Hall verified that the aldermen are to bring their top 5 choices, regarding the Wastewater Engineering Services, to the November 13, 2017 meeting, and the Council agreed. Alderman Keenum questioned whether we would be combining the December meeting into one meeting. City Clerk Boxleitner explained that the calendar that was approved at the beginning of the year shows one meeting scheduled in December.

ADJOURNMENT

Alderman Steve Mortensen made a motion, seconded by Alderman Todd Hall, to adjourn the meeting. The motion passed with a voice vote. The meeting adjourned at 8:07 PM.


Constance J Boxleitner
City Clerk

The City Council approved these minutes on November 13, 2017.