

**VILLAGE BOARD AGENDA
FOR
TUESDAY, JUNE 25, 2019
AT
7:00 P.M.
151 NORTH MAIN STREET
GLEN CARBON, ILLINOIS**

Meeting called to order

Pledge of Allegiance

Roll Call

Letters of Interest to the Board/Mayor's Announcements

**APPROVAL OF PREVIOUSLY REVIEWED MINUTES – JUNE 11, 2019 AND EXECUTIVE SESSION
MINUTES OF JUNE 11, 2019**

CITIZENS WISHING TO SPEAK BEFORE THE BOARD

BUSINESS OF THE MONTH RECOGNITION

OLD BUSINESS:

NONE

NEW BUSINESS:

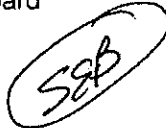
- 1. Presentation and Acceptance of Audit Reports for 8 (eight) Months Ending December 31, 2018 – Trustee Maliszewski/Scott Borrer, Director of Finance/Sikich LLP**
- 2. Approval of a Sponsorship Agreement between the Edwardsville Futures Tennis Tournament and the Village of Glen Carbon in the amount of \$1,500.00 – Trustee Williams/Jamie Bowden, Village Administrator**
- 3. Approval of a request for the Cool Cities Committee to participate in the IDOT Adopt-a-Highway Program – Trustee Marcus/Jamie Bowden, Village Administrator**
- 4. Approval of Ordinance 2019-24 – An Ordinance Amending the Village Code Pertaining to the Placement of Stop Signs in the Huntington Place Subdivision, in the Village of Glen Carbon – Trustee Harris/Todd Link, Chief of Police**
- 5. Approval of an Agreement with Wegman Electric in the Amount of \$36,500.00 for installation of a Code Compliant Fire Alarm in the Glen Carbon Police Department – Trustee Harris/Todd Link, Chief of Police**
- 6. Glen Carbon 2039 – Mayor Jackstadt**

Executive Session Pursuant to Sections 2C1 – Appointment, employment, compensation, discipline, performance or dismissal of specific employees; 2C2 – Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, 2C5 – Purchase or lease of real property for use by the public body; 2C6 – Setting of a price for sale or lease of property owned by the public body, 2C11 – Litigation against or affecting or on behalf of the body when the same is pending or there is a specific finding that action is probable or imminent;

Memo

To: Honorable Mayor and Village Board

From: Scott Borrer, Director of Finance



Date: June 20, 2019

Re: Presentation and Acceptance of Audit Reports for 8 (eight) Months Ending December 31, 2018

Please find within your packet the following documents related to the audit:

- Comprehensive Annual Financial Reports (CAFR)
- Board Communication
- Internal Control Communication
- TIF Compliance Report

Chad Lucas and Megan Cochran from Sikich will be at the board meeting to provide an overview of the process and their findings, as well as answer any questions you may have.

In preparation of the presentation, I encourage reading a section of the CAFR called "Management's Discussion & Analysis (MD&A). The MD&A serves as an "executive summary" of the audit. You may also find the statistical section of the CAFR informative, as it includes a number of tables with comparative and trend data that is both directly and indirectly related to village finances.

A draft of all documents was reviewed by the Finance & Administration Committee at the June 10th meeting. All documents were forwarded to the Village Board by a vote of 3-0.

Thank you...If you have any questions, or would like to meet one-on-one to discuss any aspect of the audit, I will be glad to do so.

Proposed Motion - "To Accept the Audit Reports for 8 (eight) Months Ending December 31, 2018".

Village of Glen Carbon

Building & Zoning Department

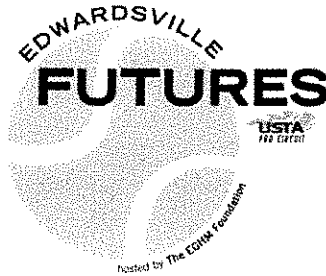
Memorandum

To: Building & Development Committee
From: Jamie Bowden, Village Administrator
Subject: Approval of \$1,500.00 Sponsorship to Edwardsville Futures
Tennis Tournament
Date: June 14, 2019

Attached for your review and approval is the sponsorship agreement for the 2019 Edwardsville Futures Tennis Tournament.

The Village has been a sponsor the last 2 years.

Proposed Motion: To recommend approval of the attached agreement for sponsorship in the amount of \$1,500.00 for the Edwardsville Futures Tennis Tournament.



Official Sponsorship Agreement between the Edwardsville Futures
&
The Village of Glen Carbon

Date: June 3, 2019

The Village of Glen Carbon will:

- *Provide \$1,500 to support the Edwardsville Futures Tennis Tournament.
- *Promote the tournament as possible.
- *Promote the Free Kids Tennis Clinic at Miner Park and Kids Day Presented by the Village of Glen Carbon as possible.

The Edwardsville Futures will:

- *Recognize the Village of Glen Carbon (VGC) as the **sole presenting sponsor** of "Kids' Night at the Futures, Monday, August 5." 6:30-8:00 p.m .
- *Recognize the VGC on all promotional materials for Kids' Night including the event poster.
- *Recognize the Mayor of the VGC and any Board members who choose to attend prior to the event and allow the Mayor to welcome the kids and their families.
- *Make any print materials available promoting the VGC that night.
- *Promote the event on social media mentioning the VGC at least 3 times.

*Provide one coin toss opportunity for the Mayor, or an appointed substitute, the day of Kids' Night.

*Provide 4 tickets to the VIP party at Sunset Hills C.C. on Wednesday, August 7, 6-8 p.m.

*Provide space on Court 1-2 for a VGC banner.

Considerations:

*The EHS Tennis Camp staff including will conduct a free junior tennis clinic to promote Kids Night at the Futures at Miner Park on Monday, July 1 at 9-10 for Kindergarten-5th graders; and 10:30-11:30 for 6-12th graders.

*The EHS staff will be allowed to promote camps and the Edwardsville Futures at the clinic.

*The EHS Tennis Camps Staff will provide all necessary materials associated with the clinic.

Financial Summary:

\$1,500 Payment made by check to the *EGHM Foundation* (501-3c fully tax-deductible).

Submitted By: David Lipe

Futures Representative Signed: _____ Date: _____

VGC Representative Signed: _____ Date: _____



Village of Glen Carbon

151 North Main · P.O. Box 757 · Glen Carbon, Illinois 62034

Phone: (618) 288-1200 · Fax: (618) 288-1645

www.glen-carbon.il.us

Memo

To: Honorable Mayor and Village Trustees

From: Jamie Bowden, Village Administrator

Date: June 18, 2019

Re: Approval of a request for the Cool Cities Committee to participate in the IDOT Adopt-a-Highway Program.

The Cool Cities Committee would like to participate in the IDOT Adopt-a-Highway Program along State Route 159.

Attached is the application to participate from IDOT. As volunteers of the Village of Glen Carbon our liability insurance will cover the Committee.

The Public Service Committee considered this request and recommended approval (2 ayes, 1 absent).

Proposed Motion: "To approve the request of the Cool Cities Committee to participate in the IDOT Adopt-a-Highway Program."



Village of Glen Carbon

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Memo

To: Public Service Committee Members

From: Jamie Bowden, Village Administrator

Date: May 30, 2019

Re: Approval of a request for the Cool Cities Committee to participate in the IDOT Adopt-a-Highway Program.

The Cool Cities Committee would like to participate in the IDOT Adopt-a-Highway Program along State Route 159.

Attached is the application to participate from IDOT. As volunteers of the Village of Glen Carbon our liability insurance will cover the Committee.

Proposed Motion: "To approve the request of the Cool Cities Committee to participate in the IDOT Adopt-a-Highway Program."

Expected Dates of Pickup (Enter one date for each period)

"Expected Dates of Pickup" will be assumed unless the Illinois Department of Transportation district office is notified 10 days in advance of any deviation from the planned work dates entered for each period.

	Year 1		Year 2
Period #1 (April-May)	<input type="text"/>	Period #1 (April-May)	<input type="text"/>
Period #2 (June-July)	<input type="text"/>	Period #2 (June-July)	<input type="text"/>
Period #3 (Aug-Sept)	<input type="text"/>	Period #3 (Aug-Sept)	<input type="text"/>
Period #4 (Oct-Nov)	<input type="text"/>	Period #4 (Oct-Nov)	<input type="text"/>

Electronic Signature

By checking this box and filling in my name, the Group acknowledges the conditions of the work, agrees to the terms and conditions set by the Department and the Illinois Adopt-A-Highway Act and agrees to hold the State of Illinois and the State's agents or employees harmless from any and all claims or actions resulting from the Adopt-A-Highway Program. The group representative is at least 21 years of age.

Group Representative's Name

Date

<input type="text"/>	<input type="text"/>
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Submittal Instructions

1. Submit applications electronically by clicking the 'Email' button at the top of page one.
2. Submit hard copy applications to: Adopt-A-Highway Program
 Illinois Department of Transportation
 2300 South Dirksen Parkway, Rm 118
 Springfield, IL 62764
 (217) 557-3224

Permit Renewal

This permit may be renewed by filling out this form and checking the 'Renewal' box on page one and submitting to the Illinois Department of Transportation on or before March 31 of the year after expiration. Follow Submittal Instructions above. With satisfactory completion of the litter pickup the previous two years, IDOT may renew and issue a new permit for an additional eight periods.

For IDOT District Use Only

Permit Number <input type="text"/>	Team Section <input type="text"/>	Maintenance Yard <input type="text"/>
Permit Approved Date <input type="text"/>	Subsection <input type="text"/>	Maintenance Yard Phone Number <input type="text"/>
Signs Installed Date <input type="text"/>	Shoulder Miles <input type="text"/>	
Expiration Date <input type="text" value="March 31, 20"/>	<input type="checkbox"/> The above information is complete and accurate.	
	District Coordinator <input type="text"/>	Date <input type="text"/>

For IDOT State Coordinator Use Only

Date Received <input type="text"/>	Letter Sent Date <input type="text"/>
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Melissa Millard

From: Lori Gibson
Sent: Tuesday, April 09, 2019 9:24 AM
To: Melissa Millard
Subject: RE: Cool Cities Committee - Adopt-a-Highway IDOT

We have a separate rider for volunteers so I know they are covered. I will the specifics to request a COI. Thanks!

From: Melissa Millard
Sent: Tuesday, April 09, 2019 9:21 AM
To: Lori Gibson <LGibson@glen-carbon.il.us>
Cc: Jamie Bowden <JBowden@glen-carbon.il.us>
Subject: Cool Cities Committee - Adopt-a-Highway IDOT
Importance: High

Lori,

Can you please check with our insurance provider to see if a volunteer committee of the Village (Cool Cities Committee) is covered under our insurance policy to participate in the IDOT Adopt-a-Highway program. If so, we need to get a certificate of insurance for them so they can complete the required IDOT paperwork. This can wait until next week.

Thanks!

Melissa Millard
Executive Administrative Assistant
Village of Glen Carbon
151 N. Main Street
Glen Carbon, IL 62034
(618) 288-2612 (Phone)
(618) 288-1238 (Fax)
mmillard@glen-carbon.il.us

"Disclaimer: Please take notice that any communication sent to, or received by, this account or device may be subject to disclosure pursuant to the Illinois Freedom of Information Act"



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/3/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: PHONE (A/C, No, Ext): 630-773-3800	FAX (A/C, No): 630-285-4062	
	E-MAIL ADDRESS:		
INSURED VILLOFG-04 Village of Glen Carbon - Cool Cities Committee 151 N. Main Street Glen Carbon IL 62034	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Underwriters at Lloyd's London		15792
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES

CERTIFICATE NUMBER: 740813660

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BGP-100157-03	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BGA-300157-03	12/31/2018	12/31/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			BGU-500157-03	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Evidence of coverage.

CERTIFICATE HOLDER**CANCELLATION**

Illinois Department of Transportation

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Robert L. Jackstadt
Mayor

Village of Glen Carbon
Police Department
149 North Main
* P.O. Box 550 *

Glen Carbon, Illinois 62034
Phone (618) 288-7226 * Fax (618) 288-3929
www.glen-carbon.il.us



Todd A. Link
Chief of Police

Memo

To: Honorable Mayor Jackstadt and Village Trustees
From: Chief Todd A. Link
Date: June 25th, 2019
Re: Stop Sign Ordinance – Huntington

At a regular meeting of the Public Safety Committee, Huntington HOA president Megan Pinkus spoke to the committee regarding the speeding and potential public safety issues in Huntington. She explained that vehicles making the circuit of Huntington subdivision were traveling at high rates of speed. She believed because there was no stop sign and no caution signs, it posed a potentially dangerous situation for the large amount of children who play in the area.

Lt. White preformed a survey of the area and determined public safety would be best served by adding stop signs as two intersections.

This was previously approved at the May 28th 2019 Village Board meeting.

Proposed motion: “Approval of ordinance number 2019-24 pertaining to the placement of stop signs in the Huntington Subdivision.”

ORDINANCE NO. 2019-24

**AN ORDINANCE AMENDING THE VILLAGE CODE PERTAINING TO
THE PLACEMENT OF STOP SIGNS IN THE HUNTINGTON PLACE
SUBDIVISION, IN THE VILLAGE OF GLEN CARBON**

WHEREAS, the Police Department has requested an amendment to the Village Code of the Village of Glen Carbon to add additional stop signs in the Huntington Place Subdivision

**NOW THEREFORE BE IT ORDAINED BY THE BOARD OF TRUSTEES
OF THE VILLAGE OF GLEN CARBON, AS FOLLOWS:**

SECTION ONE

That a stop sign be established on Jason Drive at its intersection with Huntington Place Drive so as to require south bound traffic on Jason Drive to stop at Huntington Place Drive, with appropriate signage to be placed.

SECTION TWO

That a stop sign be established on Jason Drive at its intersection with Huntington Place Drive so as to require north bound traffic on Jason Drive to stop at Huntington Place Drive, with appropriate signage to be placed.

SECTION THREE

That a stop sign be established on Jennifer Drive at its intersection with Huntington Place Drive so as to require south bound traffic on Jennifer Drive to stop at Huntington Place Drive, with appropriate signage to be placed.

SECTION FOUR

That a stop sign be established on Jennifer Drive at its intersection with Huntington Place Drive so as to require north bound traffic on Jennifer Drive to stop at Huntington Place Drive, with appropriate signage to be placed.

SECTION FIVE

If any part of this Ordinance is found to be unconstitutional, invalid or unenforceable by a Court of competent jurisdiction, such invalidity shall not affect the validity or effectiveness of the remaining provisions of this Ordinance or any part thereof and said Ordinance shall be read as if said invalid provision was struck therefrom and the context thereof changed accordingly with the remainder of the Ordinance to be and remain in full force and effect.

SECTION SIX

All ordinances or parts of other ordinances in conflict herewith shall be and hereby are repealed to the extent of any such conflict, provided that nothing herein shall in any way excuse or prevent prosecution of any previous or existing violation of any ordinance or part of any ordinance repealed or superseded hereby. Nothing in this Ordinance shall be construed to affect any suit or proceeding now pending in any court, any rights acquired, any liability incurred, any cause of action acquired or existing by reason of this Ordinance or any part thereof repealed by this Ordinance. No accrued legal right or remedy of any kind or character shall be lost, impaired or affected by this Ordinance.

SECTION SEVEN

This Ordinance shall be in full force effective, following its passage, approval, and publication in pamphlet form in accordance with State Statutes.

Passed by the Village Board of the Village of Glen Carbon, this _____ day of _____, 2019.

Approved by the Mayor of the Village of Glen Carbon, this _____ day of _____, 2019.

Mayor, Village of Glen Carbon, Illinois

ATTEST:

Village Clerk
Village of Glen Carbon, Illinois



Robert L. Jackstadt
Mayor

Village of Glen Carbon
Police Department
149 North Main
* P.O. Box 550 *
Glen Carbon, Illinois 62034
Phone (618) 288-7226 * Fax (618) 288-3929
www.glen-carbon.il.us



Todd A. Link
Chief of Police

Memo

To: Public Safety Committee
From: Chief Todd A. Link
Date: June 25th, 2019
Re: Installation of up to code Fire Alarm System in Police Department

Recently, I learned the Police Department building does not have an up to code and functional Fire Alarm System within the building.

While our Police Department is a full-service, 24 hour per day agency, not all sections of our police department are occupied and monitored every hour of the day. This could have had catastrophic results recently when a light ballast in the Investigations section of the building caught fire late at night. Thankfully, the fire only burned the light fixture and a ceiling tile before it self-extinguished.

To remedy this oversight, I propose to the Village contract with Wegman Electric Company to do the following:

- Demo existing Fire Alarm Control Panel and field devices
- Furnish and install new Addressable Fire Alarm Control Panel
- Furnish and install new Remote Annunciator Panel in Dispatch Room
- Furnish and install 34 horn/strobe ceiling mounts
- Furnish and install 7 manual pull stations
- Furnish and install all other needed materials to produce a fully functional Fire Alarm System.

Please note: Since I had no idea our police department operated without a fully functional fire alarm system, I could not budget the \$36,500 required to complete this project. I have consulted, however, with Village Administrator Bowden and Finance Director Borrer on this, and they assure me the funds required are available through a budget adjustment from savings in other under-budget Police Department projects.

This was presented to the June 18th, 2019 Public Safety Committee meeting and passed 3 ayes, no nays.

Motion: "To engage Wegman Electric Company to furnish all materials and labor to install a fully functional fire alarm system at the police department for \$36,500.



WEGMAN ELECTRIC COMPANY

1141 E. AIRLINE DR. - P.O. BOX 438 - EAST ALTON, IL 62024 - (618) 258-1130

March 30, 2019

Glen Carbon Police Department
149 North Main Street
Glen Carbon, IL. 62034

Reference: Upgraded Fire Alarm System

Attn: Coleen Schaller

Per your request, Wegman Electric is pleased to submit this quote for installing a new up to code Fire Alarm System which will include a new Control Panel, a Remote Annunciator Panel and all new field devices.

SCOPE OF WORK

- Demo existing Fire Alarm Control Panel and field devices.
- Furnish and install new Addressable Fire Alarm Control Panel.
- Furnish and install new Remote Annunciator Panel in Dispatch Room.
- Furnish and install thirty-four (34) Horn/Strobe ceiling mount devices.
- Furnish and install nineteen (19) Strobe ceiling mount devices.
- Furnish and install seven (7) manual pull stations.
- Furnish and install all conduit and wiremold raceways and ceiling boxes where required.
- Furnish and install all plenum rated Fire Alarm cable.
- Furnish and install all Fire Alarm cable supports.

Your quoted price _____ **\$36,500.00**

QUALIFICATIONS

This quote is based on Monday-Friday 7am-3:30pm hours. This quote is valid for 30 days. Tech Electronics will perform final checkout of system when completed.

Best Regards,
Michael Buis

Project Manager
Wegman Electric