PUBLIC SERVICES COMMITTEE  
MINUTES OF JANUARY 26, 2021  

#1 CALL TO ORDER  
Chairman McMahon called the Public Services Committee meeting to order at 6:01 p.m. via videoconference.

[Due to Coronavirus, COVID-19 the meeting was conducted in a combination of in person and virtual attendance through audio/video access using a virtual meeting platform to maintain social distancing during the duration of the Gubernatorial Disaster Proclamation and Public Act 101-0640. The Robert E. Jones Municipal Building, 17 W. Main St., Danville, Illinois was the meeting location for the in person attendees. The meeting was streamed live on the City of Danville website’s homepage: www.cityofdanville.org.]

Present via Videoconference were Chairman Sharon McMahon, Aldermen Brenda Brown, James Poshard, Tom Stone, and Darren York. Aldermen R.J. Davis and Dan Duncheon were absent. A quorum was present.

Staff Members and Elected Officials Physically Present at the Robert E. Jones Municipal Building, 17 W. Main St., Danville, Illinois: Mayor Rickey Williams, Jr., Deputy City Clerk Megan Mudd, and Information Technology Assistant Administrator Aaron Weaver.


Various members of the public and media joined the electronic meeting via YouTube live video streaming.

#2 APPROVAL OF MINUTES  
Chairman McMahon presented the Minutes of the regular meetings of October 27, 2020 and November 24, 2020. Alderman Stone moved to dispense with the readings and asked for approval as presented, seconded by Alderman Brown. On the voice vote, all ayes, no nays; the motion so ordered.

#3 APPROVAL OF AGENDA  
Chairman McMahon presented the agenda. Alderman Stone moved for approval as presented, seconded by Alderman Poshard. On the voice vote, all ayes, no nays; the motion so ordered.

#4 AUDIENCE COMMENTS - None  
#5 CHAIRMAN’S COMMENTS  
#5-A) Selection of Public Services Committee Vice-Chairman  
Chairman McMahon announced the need to select a Vice-Chairman to the Public Services Committee and moved to appoint Alderman Brenda Brown as Vice-Chairman, seconded by Alderman Stone. On the voice vote, all ayes, no nays; the motion so ordered.

#6 APPROVAL OF PAYROLLS  
Chairman McMahon presented Payrolls for January 22, 2021, of $71,204.03. Vice Chairman Brown moved to dispense with the reading and asked for approval, seconded by Alderman Stone. There being no questions, the roll call vote being:

Ayes: Aldermen Brown, Poshard, Stone, York, McMahon
Nays: None
Absent: Aldermen Davis, Duncheon

Motion carried 5 to 0 with 2 absent.

#7 APPROVAL OF VOUCHERS PAYABLE  
Chairman McMahon presented the Schedule of Vouchers Payable run for January 26, 2021, of $98,787.64. Alderman Stone moved to dispense with the reading and asked for approval as presented, seconded by Vice Chairman Brown. Alderman Poshard asked if Napa Auto Parts store in Danville that we purchase things from...
and is that a bid contract. Comptroller Massey replied she does not believe that to be the case, we do business with all of the auto part stores in town. I can mention that to Director Carpenter though and see if he would be interested in diversifying or what his reasoning is behind that, but no there is no exclusive contract for them. There being no further questions, the roll call vote being:

Ayes: Aldermen Poshard, Stone, York, Brown, McMahon
Nays: None
Absent: Aldermen Davis, Duncheon
Motion carried 5 to 0 with 2 absent.

#8...CITY CLERK'S REPORT – Lisa Monson, City Clerk
#8-A) Items of Information
Deputy Clerk Mudd reported the Clerk’s Office is still working with the IT division on the new forms management software, Laserfiche, and Clerk Monson is working with the IT division specifically on design criteria for the new website. Annual business license renewals will also be going out in a couple weeks. Mayor Williams added that Laserfiche will be a great thing for not only us but the citizens because it will allow all of our documents to be searchable by word. Right now if you are looking up City Council minutes and you want to search for where Denmark Road project or sewer project is mentioned you have to go and literally scan through each document and visually look at each page to try and find it. In the future what you will be able to do as well as citizens is be able to type in Denmark Road project and it will bring up every document that has that name mentioned. That is a huge project that IT and our Clerk’s Department are working on that will be a great advantage to all of our staff and citizens as well.

#9...FINANCE— Ashlyn Massey, Comptroller
#9-A) Chairman McMahon presented a resolution authorizing Budget Amendment in Finance (011), to increase line item 001-011-00-52029 by $605.00. There being no objections, Alderman Stone moved to dispense with the readings and asked for approval, seconded by Vice Chairman Brown. Comptroller Massey explained that in our Illinois Department of Insurance review, which they do every couple of years, they brought to our attention that our City Treasurer Stephanie Wilson did not have a bond taken out specifically for her, which is a state statute, she was already covered by our general liability insurance of course, at a higher rate than what this bond actually requires, but to bring us into compliance they asked us that we get this bond. There being no questions or further discussion, the roll call vote being:

Ayes: Aldermen Poshard, Stone, York, Brown, McMahon
Nays: None
Absent: Aldermen Davis, Duncheon
Motion carried 5 to 0 with 2 absent.

#9-B) ITEMS OF INFORMATION
#9-B-1) RISK MANAGER MONTHLY REPORT – Kathy Courson, Risk Manager
Manager Courson presented the December 2020 Statistics stating Blue Cross/Blue Shield of Illinois and Health Alliance Insurance Premiums for employees, firefighter duty disabilities and police duty disabilities, and incentives which totaled $351,927.16, for retirees $43,735.21, and for Library Employees $14,317.24; December Worker’s Compensation totaled five, four of which were COVID and the reason that they were COVID is because of the Illinois Presumptive Law so with no known personal exposure it’s automatically assumed that the exposure had to have been work related, so that is where we ended up with four from Police and Fire together that ended up being reportable for OSHA. Manager Courson stated there were three liability claims submitted, we’ve had some good weather which helps because we don’t end up having as many telephone and people hitting our traffic signs and poles when the weather is good. We just finished up our 1095’s for 2020 that will go out with the W2’s and we are getting ready to start what I call training season and we will be getting all of the annual training for our Public Works and other employees, which should be finished up by February, and after that will begin our seasonal hiring so those employees will then get all of their safety training before they start.

#9-B-2) PERSONNEL MONTHLY REPORT – Jamie White, Payroll and Personnel Manager
Manager White presented the Personnel Report as of January 26, 2021, stating 239 employees eligible for benefits and 13 part-time/temporary/interim employees, with 6 new hires, 1 transfer, and 1 separation.
Applications are being accepted for Corporation Counsel, Engineer I, Engineer II, Engineer III, Engineering Technician, and Extra Board Bus Drivers, which are on-going. Manager White stated as Manager Courson mentioned I will be sending out W2 forms with payroll this Friday. Vice Chairman Brown asked when do you start taking applications for seasonal employees or for college students that work over the summer. Manager White replied that we take those applications all year round, we don’t normally post for those because they are seasonal but we take them at any time. Vice Chairman Brown asked what is the best way for a college age applicant to apply. Manager White replied we do have those application on our City website under Employment.

#9-H-3) Additional Items of Information
Comptroller Massey reported on the following:
- The approved budget that you all passed has been filed with the County Clerk’s Office so that has been done. We did just receive an email from the Federal Audit Clearing House letting us know that our Audit has been submitted and accepted so that’s kind of a milestone for us to know that chapter is closed now. We put out a billing and collections RFP earlier this month, that deadline is coming on February 15th for vendors to submit their proposals for us to look into that direction. Lastly, today we received our final check from the local CURES program and $298,000 and some change, so that’s the final payment out of the full $1,362,000.00 allotment that we received and I just wanted to publicly say that all of the department heads and their staff have worked really hard in helping us with that but I want to give a special thank you to Jamie, Payroll & Personnel Manager, and to Joseph Sweeney, Program Support Specialist, they have worked really hard in getting this done and I couldn’t have done it without them so I wanted to you guys to know they did a great job and they went above and beyond to make sure that the City received that full allotment.

#10...FIRE- Don McMasters, Interim Fire Chief
#10-A-1) Items of Information
Chief McMasters presented the Monthly Incident Report for December 1, 2020, through December 31, 2020, stating 292 total incidents were recorded and total estimated loss in fires was $173,100.00. There were 16 fire incidents, of those, 5 were building fires, 4 were cooking fires and 1 was trash or rubbish fire, contained, and 1 was fire in mobile home residence, 2 passenger vehicle fire, and 3 for outside rubbish, trash or waste fire. There were 193 rescue or EMS incidents, which accounted for 66% of the service. Breaking that down, 69 were EMS calls, 4 were motor vehicle accidents with injuries, 3 were motor vehicle accidents with no injuries, 1 was emergency medical services, other, 7 was rescue, EMS incident, other, 4 was medical assist lifting patient, and there were 103 medical assists. Chairman McMahon asked if everyone was back to work now. Chief McMasters replied no I had everyone back to work and I’m down one individual again. That person will be off for another 5 days assuming he’s healthy enough to come back in 5 days. That will be number 13 for our department of 45 individuals, or 46 with myself included, and about 20 or 21 of my Firefighters have received the vaccination. Actually several of them that have already tested positive previously have gotten vaccinated as well. I have two individuals one long term and one short term that are off on Workman’s Comp leave right now for injuries. Chief McMasters also reported on the following items:
- We had 2 fires this year, which we intentionally set. We burned down two of the vacant structures this year but due to Covid and everything, the third structure never did get burned down this last fall. That structure was going to be burned down by the University of Illinois’ Fire Service Academy as part of training, but they had to cancel that idea, and now they plan to burn it down for us in the spring, assuming Covid and things allow that to happen. The spring academy starts March 1st so it will be in the neighborhood of about April 1st when we will burn that one down. If their plans change as far as them doing it then we will make the arrangements for us to do it ourselves.
- Our secretary is out of the office right now due to an injury she sustained so right now I have been doing payroll and vouchers payable
- We opened 2 sealed bids this morning so I’ll have a resolution coming to purchase 45 new Air Packs to replace our current outdated Air Packs that are due to be taken out of service for age. I have not officially accepted a bid from one of the two entities yet but we have unofficially accepted a bid for $360,000.00 and change, that is a 100% paid bid, no money out of the City’s pocket for us to purchase 45 of these new Air Packs and everything that goes with them.
• I am working with Comptroller Massey right now on the possibility of applying for another grant to update all of the exhaust systems in our 3 fire stations. That is a system that attaches to the trucks and any time the trucks start up in the stations they turn on so it takes all the exhaust fumes out of the buildings. Obviously that's a big concern with us regarding cancer scares so if we do look into applying for the grant that will be a potential 10% match grant. Comptroller Massey is helping me look into whether or not we have the capital improvements monies to support that so we know whether or not to ask for it and to apply for it.

#11...HUMAN RELATIONS – Sandra Finch, Administrator
#11-A-1) Items of Information
• Administrator Finch reported that for the period of December 22, 2020, through January 15, 2020, the office handled 21 complaints, which consisted of 3 police complaints, 2 complaints against city employees, 1 public accommodation complaint, 13 employment complaints, and 2 housing complaints.
• Administrator Finch reported there is still funding available from United Way for people affected by COVID such as rent and utility bill assistance. Alderman Brown asked if 13 employment complaints was larger than usual. Administrator Finch replied that is average.

#12...INFORMATION TECHNOLOGY – Agnel DSilva, Administrator
#12-A Chairman McMahon presented a resolution Authorizing Budget Amendment in Information Systems, due to the novel coronavirus pandemic, there were unexpected and necessary expenses incurred so departments could continue to conduct city business and the department has been operating at maximum capacity due to coronavirus related upgrades and other non-coronavirus related departmental projects and would benefit from part-time auxiliary, a budget amendment is required to increase the salaries and computer service and supplies, increase line item 001-020-00-51001, Salaries, in the amount of $9,400.00, increase line item 001-020-00-51016, FICA, in the amount of $940.00, and increase line item 001-020-00-52009, Computer Service and Supplies, in the amount of $27,427.25, Alderman Stone moved to dispense with the reading and asked for approval as presented, seconded by Alderman Brown. Mayor Williams stated with all of the new systems that we’ve had, from the cameras to the additional back-up systems to the additional laptops with remote processing, our guys have been swamped and they are working crazy hours and this basically allows them to have an additional allocation to continue with one of our interns that has been doing a stellar job to work more hours to help us stay on track and get caught up. The FICA for that position as well as some additional supplies that were needed as a result of some of these projects we’ve had. After all questions were addressed, and there being no further discussion, the roll call vote being:
Ayes: Aldermen Poshard, Stone, York, Brown, McMahon
Nays: None
Absent: Aldermen Davis, Duncheon
Motion carried 5 to 0 with 2 absent.

#12-B) Items of Information
In the absence of Administrator DSilva Mayor Williams reported on the following items:
• Mayor Williams stated that Administrator DSilva did send you all an updated report and as I said those guys have been working really hard to make sure that everything is safe in the City of Danville and all of our systems are running top notch. They have been doing upgrades galore across the system, especially in police and other places, so please make sure you take a look at that because what they have been doing is quite comprehensive and very involved.

#13...LEGAL – Mayor Williams
#13-A) Items of Information
• Mayor Williams reported that Chief Yates has conducted background checks, both of our final candidates have great backgrounds as well as great interviews. I am in the process of calling references now to help make a final decision and I hope to have a recommendation for you for next Tuesday.

#14...POLICE – Chris Yates, Police Chief
#14-A) Chairman McMahon presented a resolution authorizing Budget Amendment in Police Department, expenditures associated with the maintenance of vehicles, telephone and equipment for new hires officers exceed the 2020-21 budgeted amount, increase line item 001-021-00-52015, Maintenance of Vehicles, in the amount of $10,000.00, increase line item 001-021-00-52041, Telephone, in the amount of $7,000.00, and increase line item 001-021-00-53025, Clothing for New Hire, in the amount of $2,000.00, Alderman Brown moved to dispense with the reading and asked for approval as presented, seconded by Alderman Stone. Chief Yates stated this resolution is for three different areas based off our budget projections that we may be a little short, and being not in the final two months rather than line item transfers it seemed wiser to go with the budget amendment for now. These three areas are maintenance to vehicles and primarily that was for the upgrade to our fleet and the problem is especially with the cameras there’s extra costs and installing the cameras as well as we had people in maintenance down with injury so some of that work we had to contract out. Also with the community cameras, that added additional charges into our telephone budget line item. The amendment for that is essentially going to cover those expenses that we had expected when we worked on the budget prior to beginning of the fiscal year. The clothing for new hire is the smallest amount requested, we hired three officers and we had not anticipated hiring all three, however; due to retirement and one of our previous officers hired last year had difficulties during one of the phases of training and is no longer with us, so that’s to cover additional costs for clothing. There being no questions or further discussion, the roll call vote being: Ayes: Aldermen Stone, York, Brown, Poshard, McMahon Nays: None Absent: Aldermen Davis, Duncheon Motion carried 5 to 0 with 2 absent.

#14-B) Items of Information 
#14-B-1) Chief Yates reported on the following:  
- Chief Yates stated everyone should have received an email with the comparisons I drew up for the fourth quarter for 2020 and then the numbers that you’ll see in the parenthesis beside the number for each of the type of call is from the previous year, same time period the fourth quarter being October through December 2019 in comparison to October through December of 2020. When we look at the traffic crashes they went down significantly and then somewhat of an increase in the hit and runs but it was within the range of what’s reasonable from year to year and from quarter to quarter. However what we saw was a decrease from 166 traffic crashes from this quarter and 222 previously and I think there’s a strong correlation to the increased traffic enforcement details and lowering the incidents of traffic crashes. Chief Yates reviewed the comparisons for “Quality of Life Calls” as well as the POP Unit and CHU statistics since May 15, 2020. Further discussion ensued.

#15...PUBLIC WORKS — Carl Carpenter, Director 
#15-A) Chairman McMahon presented a resolution authorizing Application to Illinois Housing Development Authority for Funds for Securing, Maintaining, and Demolishing Abandoned Properties, application under Round 5 of the IHDA Abandoned Properties Program requesting up to $75,000 in funds to the assist with the acquisition, demolition, and greening of abandoned residential properties in the East Main Street target area under the terms and conditions of the application and Grant Program, Alderman Stone moved to dispense with the reading and asked for approval as presented, seconded by Alderman Poshard. Grants and Planning Manager Cronk stated that 85% of this grant is going upstate, so we get the 15% piece of the pie and greatly reduced grant application amount. We can only apply for up to $75,000.00 but regardless still much needed in the City of Danville. It’s pretty much the same as the SEP Program, same state entity, just $75,000.00 and my opinion I think this is a little bit more of a competitive grant and we will be trying to list 11 properties on this application that follows the East Main Street Corridor plan like the previous application because we think that scored so high previously. We will just focus on that corridor for these grant funds and use the rest of our other funds that hopefully we’ll keep getting awarded throughout the City and other strategic locations. Chairman McMahon stated she would love to see this happen on our other main thoroughfares so that they can get cleaned up and looking nice. Alderman Poshard stated he saw on social media where someone removed the antennas from the top of Bresee Tower and I’m not sure if this is the proper time to talk about it but is there any update or progress with that building. Mayor Williams replied unfortunately the removal of that antenna is probably one of the nails on that building if you will because that means the people that own it are now...
receiving no money at all so there will be no incentive at all for them to do anything. As I’ve said before I hate to say it but I think unfortunately the time to save that building has gone and likely what we’ll be doing is this spring resuming court proceedings and then I will be working with you all and with Logan and our team at Public Works to get demolition bids so that we can work with the County to get that demolished hopefully sometime this year. It’s very frustrating because I first met with those folks two years and two months ago now the very first month that I started and they promised us all of these things and they haven’t done even the first thing that they promised. Soon they will have owned the building for 3 years and they haven’t done anything. I have hoped and prayed the building could be saved but unfortunately that hasn’t been possible. The amount of investment it would take I don’t think anyone could earn back in their lifetime so it’s very unlikely for that to happen and most of our wealthier patron saints are no longer with us. There being no further questions or discussion, the roll call vote being:

Ayes: Aldermen York, Brown, Poshard, Stone, McMahon

Nays: None

Absent: Aldermen Davis, Duncheon

Motion carried 5 to 0 with 2 absent.

#15 ITEMS OF INFORMATION
#15-A) Mayor Williams stated there continues to be a lot of interest in the intersection of Vermilion and Fairchild Streets as well as developers that actually have resources and that are committed to bringing something. We have some really good prospects in the works and as soon as I have anything that I can report myself or Logan will share that with you all. Manger Cronk stated that the corner of Vermilion and Fairchild, the former 1st Farmer’s Bank site began drilling yesterday so I would like to remind everyone that we have an option to purchase that site for $1.00 but that is in the contingency after the Phase 2 testing of the site. We did get a couple of results, I stopped by yesterday to see what was in the dirt, nothing green that I can report, but there were a couple of petroleum pools as a geologist would call it that’s nothing to be too concerned about but we’ll get the reports back as to what’s in the soil underneath the 1st Farmer’s Bank site here within the next couple of weeks. Further discussion ensued.

#16 CLOSED SESSION was not needed.

#17 ITEMS OF INFORMATION

- Alderman Brown stated she would like to recognize one of the retirees from the Police Department, I believe she might be one of the oldest living retirees from the Police Department but I’m not sure maybe Chief Yates can correct me, Romadelle Austin she just had a birthday a couple days ago and turned 97 years old for those that know or remember her. Mayor Williams replied happy birthday to her and that we appreciate her service. Chief Yates stated he talked with Romadelle about 7 or 8 months ago and I do believe that she might be the oldest retiree. Mayor Williams also stated that a Danville resident named Ruby Meeker celebrated her 107th birthday yesterday.

- Mayor Williams stated he wants to remind everyone to please make sure you wear your masks in public, continue to social distance, and that you do all that you can to avoid large gatherings. If you are feeling sick please get to the hospital, we are getting the vaccine but we are not at even quite 1000 people yet so that means just over 1% of us have been vaccinated, so it’s still not safe.

#18 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned by Chairman McMahon at 7:07 p.m. following a motion by Alderman Brown and a second by Alderman Poshard.

Megan Mudd, Deputy City Clerk

Approved: 02/23/21
Posted Publicly: 02/24/21