

PUBLIC SERVICES COMMITTEE  
MINUTES OF FEBRUARY 23, 2016

#1 CALL TO ORDER

Chairman Nichols called the Public Services Committee meeting to order at 6:04 p.m.

Roll Call was answered by Chairman Steve Nichols, Vice Chairman Steve Foster, and Alderman Tom Stone. Aldermen Brenda Brown, R.J. Davis, and Sharon McMahon were absent with a vacancy in Ward 2. A quorum was not present. Chairman Nichols announced the Committee will proceed with the discussion of each item with no action being taken on any items.

Others Present were Mayor Scott Eisenhauer, Aldermen Sherry Pickering and Lloyd Randle, Assistant Corporation Counsel Bethany Nystrom, City Clerk Lisa Monson, City Comptroller Gayle Lewis, Corporation Counsel David Wesner, Director of Engineering & Urban Services David Schnelle, Human Relations Administrator Sandra Finch, Human Resources Administrator Bill Westphal, Information Technology Administrator Agnel DSilva, Planning & Urban Services Manager Christopher Milliken, Planner I Liila Bagby, Public Safety Director Larry Thomason, 12 audience members and 2 news media.

#2 APPROVAL OF MINUTES – no action was taken.

#3 APPROVAL OF AGENDA – no action was taken.

#4 AUDIENCE COMMENTS

#4-A) Chairman Nichols opened the Public Hearing on the Community Development Block Grant (CDBG) Annual Action Plan for 2016-2017 at 6:05 p.m. Manager Milliken stated the hearing is the final of the three public hearings and thanked Aldermen Pickering for attending one of them. He noted a change to the draft in the allocation released by Housing and Urban Development (HUD) which was increased by \$3,620.0 and will be put into the Neighborhood Impact Program. The change will be reflected in the new document with hopes of approval and then submission. The new allocation amount for next year will be \$892,387.00. Chairman Nichols asked for audience comments.

- Lynn McClinden of Danville asked if there is no quorum does the public hearing meeting still have official status. Chairman Nichols answered “yes” because the Committee is not voting on anything for the public hearing.
- Chairman Nichols applauded the Administration, Manager Milliken and staff, for the direction the City is heading and the nice mixture of programs included in the Annual Action Plan.
- Mayor Eisenhauer thanked Alderman Randle for meeting with staff to go through the draft.
- Alderman Stone thanked the Administration for stepping forward and listening to the public and moving the direction of the improvements to the center of the City and stated it is a great step forward.
- Aldermen Randle asked Mr. Milliken to share with the audience what he and Mr. Milliken spoke about in regards to removing a line from the program allocations and looking at alternative sources of funding. Manager Milliken stated Alderman Randle voiced concern that the demolition funding was taking funding away from other housing programs and would like to see other sources of funding to supplement demolitions.
- Aldermen Randle would like to see more of the dialogue made aware to the public and stated that given the volume of homes that the City would like to tear down and with the type of structures that the City would like to put into place with some of those homes, it is important to be creative and think outside of the box in terms of creating a fund to actually get on with the business of tearing down these homes so that we can start rebuilding our community to make ourselves more attractive.

There being no further audience or Committee member comments, the Public Hearing was closed at 6:10 p.m.

Other Audience Comments

- Lynn McClinden of Danville voiced concern with changes in the existing City Ordinance relating to purchasing, selling and leasing of real property and stated some aspects of the first paragraph seem puzzling to him. One of which is reducing from two to one in the required appraisal in regards to

purchasing. In the past, the purchase price could not be more than the average of the two appraisals. He asked if the purchase price would be up to the City's discretion. He wants to know if this would be best for the public to remove the required public notice language. The public might have strong interest in knowing ahead of time about a purchase. He thinks this needs serious reflection.

- Linda Kero of Danville asked if the City was collecting funds towards reestablishing clean, safe, beautiful housing that is available for low income as well as no income. Mrs. Kero asked if there was a fund for that. Chairman Nichols asked if she would rephrase the question and Mrs. Kero asked if the funds collected from damaged properties are going towards replenishing housing for low or middle incomes. Mayor Eisenhauer stated it does not. She asked if the City was relying on different people from different avenues to help with funding and Mayor Eisenhauer stated that was correct. Mrs. Kero then asked what the City was doing about that and Mayor Eisenhauer stated that through the Community Block Grant that is part of the Annual Action Plan as well as through partnerships like what we have with Habitat for Humanity, that is who we work with in an effort to build on lots that we are able to obtain through demolition or donation. Mrs. Kero asked if the City relies on demolition or someone to donate land and Mayor Eisenhauer stated the City relies on federal funding, private funding, or partnerships with other entities at this point. The City does not actually do the building, they partner with entities such as Habitat for Humanity that physically do the building.

#### #5 CHAIRMAN'S COMMENTS

Chairman Nichols announced Item 5-A, Public Stuff Software Presentation will not be presented this evening and stated he looks forward to the addition of that software as the public will have the ability to have a lot more input and will allow us to react quicker as a City.

#6 APPROVAL OF PAYROLLS – no action was taken.

#7 APPROVAL OF VOUCHERS PAYABLE– no action was taken.

#### #8 CITY CLERK'S REPORT – Lisa Monson, City Clerk

Clerk Monson announced she received the Danville Public Building Commission Audit for fiscal year ending October 31, 2015 which will be placed on file next Tuesday. If anyone would like to see a copy, it will be available in the Clerk's office. Clerk Monson stated that the business license training for the new software will begin March 14 with the Go-Live scheduled for July.

#9) Chairman Nichols presented Items A through H for discussion. Those items being:

#9-A) a resolution authorizing a budget amendment to the Public Affairs Division Fund Budget, Expenditure–Increase Group Insurance by \$8,000.00, Telephone by \$1,200.00, and Travel and Training by \$3,000.00, with funds to come from the General Fund Reserve;

#9-B) a resolution authorizing a budget amendment to the Legal Services Division Fund Budget, Expenditure–Increase for Legal Services by \$105,000.00, with funds to come from the General Fund Reserve;

Mayor Eisenhauer stated he thought the arbitration case would be over by now, the ULP (Unfair Labor Practice) was not anticipated, and there have been a couple of additional items that need to be litigated as it related to personnel matters. Vice Chairman Foster asked if there was anything budgeted currently and Comptroller Lewis responded "yes", there was \$95,000.00 budgeted and Mayor Eisenhauer stated there is more added to the budget in years when it is known there will be negotiations which lead to arbitration. Corporation Counsel Wesner spoke on meeting with Mayor Eisenhauer and Comptroller Lewis and the budget is not a guess so to speak, there is always a question as to what may be coming up in the next fiscal year and the majority of this is arbitration. He does not feel for the upcoming budget year there will be as many as all of union contracts have been resolved with the exception of fire will extend beyond the next fiscal year. Once fire is done, his belief is there should not be anything within the next year or the upcoming years that would result in this level of expenditure on arbitrations or issues related to those contracts. That is why we felt the \$95,000.00 was originally a good number to use. Comptroller Lewis stated last year we budgeted \$80,000.00 and we ended up spending \$171,000.00. Vice Chairman Foster stated that we make every effort to try to avoid arbitration with people and try and talk with the unions, it seems that in the past few years we have been seeing more

and more arbitration. Corporation Counsel Wesner stated that he does agree, but with budgeting we talk about the pendulum swinging back and forth and his dealing with the majority of unions has been very positive. At least for the police, we have had some very good meetings within the last year which is why he does not see the issue with arbitrations for them being as significant in the upcoming years as they have been. The hopes are that in the next few years we will be not see this level of expenditure.

- #9-C) a resolution authorizing a budget amendment to the City Clerk Division Fund Budget, Expenditure–Decrease to Salaries-City Treasurer by \$6,000.00 and Increase to Salaries-City Clerk by \$6,000.00, with funds to come from the General Fund Reserve;  
City Comptroller Gayle Lewis stated that \$6,000.00 will be coming from the Treasurer’s budget to cover the cost of a temporary employee who is filling in for the Deputy Clerk while she is on leave. Vice Chairman Foster asked if this would be a budget amendment and Comptroller Lewis responded “yes” Because the funds cross budgets.
- #9-D) a resolution authorizing a budget amendment to the Information Technology Division Fund Budget Expenditure-Increase Telephone by \$46,000.00, to come from the General Fund Reserve;  
City Comptroller Gayle Lewis stated that we have come to an agreement with old bills from AT&T to settle on \$46,000.00.
- #9-E) a resolution authorizing a Budget Amendment to the Fire Division Fund Budget, Revenue–Create Hazmat Response Fee in the amount of \$10,000.00 and Decrease Other Revenue by \$10,000.00 and Expenditures–Decrease Unemployment by \$75,000.00 and Increase to Overtime of \$475,000.00, with funds for the overtime budget to come from the General Fund Reserve minus the \$75,000.00 to be transferred from the Unemployment line item, and the \$10,000.00 Hazmat Response Fee shall come from funds received from Duke Energy;  
Comptroller Lewis stated that last year they entered into an agreement with Duke Energy for Hazmat Response Fees and it was put under Other Revenue and it deserves its own line. Comptroller Lewis stated that she wants to create a line for the Hazmat Response Fee in the amount of \$10,000.00 so when the budget is looked at, it will be easily determined what has come in for the Hazmat Response Fee. Comptroller Lewis stated she is comfortable where we will end with this number unless there are a lot of unforeseen vacations or fires. Comptroller Lewis stated that we did not have to pay anyone unemployment this year because we did not lay anyone off. A retirement was expected which did occur so the unemployment will be decreased by \$75,000.00 and an increase to overtime by \$475,000.00.
- #9-F) a resolution authorizing a budget amendment to the Campus Corridor TIF Fund Budget, Create Professional Services in the amount of \$4,100.00, to come from the Campus Corridor Fund Reserve;  
Comptroller Lewis stated that there was an assessment done of properties in the campus corridor, which is located by the high school and there was not a professional services line item there.
- #9-G) a resolution authorizing a Budget Amendment to the East Voorhees Industrial Corridor TIF Fund Budget, to Decrease Public Improvements by \$3,000.00 and Create Professional Services in the amount of \$3,000.00, to come from the Public Improvement line item;
- #9-H) a resolution authorizing a budget amendment to the Group Insurance Fund Budget, Revenue–Increase to Employee Contributions by \$12,000.00, Expenditure–Increase to Group Insurance Payments by \$12,000.00, to come from Employee Contributions. Comptroller Lewis stated that employees are able to select what life insurance they would like to have and there is no way to tell what their contributions will total.

Comptroller Lewis reviewed each resolution and addressed questions during discussion.

#9-I) Chairman Nichols presented a resolution authorizing an Addendum to Resolution 2015-90 changing the name of New World to Tyler Technologies, Inc. on the purchase order so funds can be paid to Tyler Technologies who is now bound to the terms and conditions of the agreement currently offered by the former New World Systems. Comptroller Lewis stated New World merged with Tyler Technologies.

#### #9-J) Items of Information

#9-J-1) Human Resources Monthly Report – Bill Westphal, Human Resources Administrator  
The Personnel Report was presented as of February 23, 2016, stating 242 fulltime and 12 part-time/seasonal/temporary employees, with 1 new hire, David Ruwe who is now the Construction and

Maintenance Manager in Public Works. Applications are being accepted for Accountant/Auditor, Engineer, Electrical & Zoning Inspector, Extra Board Bus Drivers are on-going and Code Enforcement Inspector. Administrator Westphal reported the Board of Fire and Police Commissioners is currently in the testing process for Fire promotions for Assistant Chief, Captain & Lieutenants. Applications were just completed and there are 22 people between the three grades that are interested in testing. The oral interviews will be conducted on May 3<sup>rd</sup> and 4<sup>th</sup>, and the written exam will be May 17<sup>th</sup> and from that point a list will be established for each one of those separate grades. Administrator Bill Westphal informed everyone about the Job Fair on Saturday March 12, 2016 at the Public Works Facility.

#9-J-2) Risk Management Monthly Report – Kathy Courson, Risk Manager

Mayor Eisenhower reported Risk Manager Kathy Courson is ill and her report will be forwarded upon her return.

#9-J-3) Additional Items of Information

- Comptroller Lewis stated the engagement letter from CliftonLarsonAllen was received yesterday and it will be placed on the agenda for the March meeting.
- The software conversion and implementation process is going as smoothly as expected. With the help of Administrator DSilva, we are working our way through it. It is more conversion than they initially told is that it would be. We plan to go live with Accounts Payable, Cash Receipting and General Ledger March 14<sup>th</sup>, the same day that Lisa starts her Business License training. Chairman Nichols asked if we would have dual systems for a while to make sure there aren't issues. Comptroller Lewis responded that we will do dual for a month, Payroll will do dual for two months however Accounts Payable will be dual for one month.

#10 FIRE- Larry Thomason, Public Safety Director

#10-A) Chairman Nichols presented an ordinance authorizing an Addendum to Mutual Aid Box Alarm System (MABAS) Agreement. Director Thomason spoke about the addendum for providing services and stated Section five has been amended to prepare for compensation for aid. This would cover equipment, personnel, and other services the City might provide or another agency may provide to the City in an emergency or disaster event. The costs are set up to reflect equipment prices based on FEMA (Federal Emergency Management Agency) or the offices of State Fire Marshal's schedules. Mayor Eisenhower reiterated the City will receive reimbursement for the City's actual expenses.

#10-B-1) Director Thomason presented the Fire Incident Summary for January 23, 2016 through February 19, 2016, stating 165 incidents recorded and \$132,721.00 in estimated losses regarding the incidents. There were 12 fire incidents, of those, 5 were structure fires, and 100 were rescue or EMS incidents which accounted for 60% of the service.

#11 HUMAN RELATIONS – Sandra Finch, Administrator

- Administrator Finch reported that for the period of January 20, 2016 through February 15, 2016 the office handled 32 complaints, which consisted of 13 police complaints, 17 employment complaints and 2 housing complaints.
- Administrator Finch acknowledged the success of Martin Luther King Jr. Scholarship recipient Damon Burnett who read his winning essay at the last City Council Meeting.

#12 INFORMATION TECHNOLOGY – Agnel DSilva, Administrator

- Administrator DSilva reported the City will go live with the new software in Finance on March 14. He also reported that he is doing research on a new cloud based phone system that will be affordable.
- Administrator DSilva is working with ICN (Illinois Century Network) and other agencies to find ways to decrease communication costs, specifically ways to bring down fiber implementation costs which could cut the communication costs for the City in half.
- Administrator DSilva has also been helping GIS Coordinator Adam Aull with GIS Server upgrades.

#13 LEGAL – Dave Wesner, Corporation Counsel

#13-A) Mayor Eisenhauer presented a resolution approving an Intergovernmental Agreement for the Creation of the Vermilion County Land Bank Authority. Mayor Eisenhauer stated Vermilion County has already approved their resolution to be a part of the Land Bank. The City of Danville is critically important to the success of the Land Bank because of home rule authority. After research and studies in different states as well as Illinois, there are currently two Land Banks existing in the State of Illinois; Cook County and one in the South Suburban region. The County is enthusiastic about the Land Bank. The packet that was handed out will outline the membership as well as the County's role in moving the Land Bank forward including the hiring of an executive director. Right now nothing in the resolution talks about funding; initially the County and the City will put in seed money once the potential budget is created. The long term goal is the Land Bank will be self-sustaining, both in its governance as well as in its finance. Mayor Eisenhauer thanked the Cyril and Jan Ostiguy for providing information about Land Bank's success and more often, failures in other areas of the country. The City's goal all along has been to create an entity that has the ability to accept or acquire donated or dilapidated properties that can either be flipped, or make available to other entities who are looking to either build or extend current properties. Vermilion County Board Chairman Marron stated the positive conversations that he has had with Mayor Eisenhauer about the City and the County partnering on a variety of issues, but particularly this one because both are critical players in this issue. The City is going through re-development efforts and buying dilapidated properties and also the County is a critical player because we are basically the tax trustee and we acquire properties that are tax delinquent. It makes sense to explore ways we can partner together to try and streamline the process and make things easier for both parties because we are trying to accomplish the same goals. Chairman Marron praised Mayor Eisenhauer and staff for coming up with the idea and it evolved from there. This is an entity that we are forming and developing for the sole purpose of community development and to streamline this process and is a partnership that makes a lot of sense. Mayor Eisenhauer and Chairman Marron then addressed questions by the Committee.

#13-B) Chairman Nichols presented an ordinance authorizing Disposal of Municipally Owned Surplus Real Property at Williams Street and Hooker Street, waiving provisions of Section 30.07 of the City Code to Allen Chapel African Methodist Episcopal Church. Corporation Counsel Wesner reported the property is directly behind Allen Chapel and their members feel they can put good use to the lot.

#13-C) Chairman Nichols presented an ordinance amending Chapter 30 Pertaining to Administrative Provisions for the Purchase, Sale and Lease of Real Estate for municipal purposes when the assessed fair market value of the real estate to be purchased exceeds \$10,000.00 and the real estate shall be appraised by at least one impartial appraiser. Corporation Counsel Wesner reported that the reason for this is that the cost of an appraisal can sometimes be more than the value of the property in question and in the event the offer of purchase is less than 80% of the estimated fair market value or appraisal, whichever is less, the sale may be confirmed by the unanimous action of the City Council present at the meeting. Mayor Eisenhauer stated this is a more appropriate approach instead of a request for proposal.

#13-D) Items of Information

Corporation Counsel Wesner, President of the YMCA Board announced the Danville Family YMCA is in the process of putting together an art auction that will be held Thursday April 21, 2016 at Harrison Park Clubhouse at 7:00 p.m. Tickets are fifteen dollars per person and twenty five dollars per couple and all proceeds will help the YMCA.

#14 POLICE - Larry Thomason, Public Safety Director

- Director Thomason presented the Danville Police Division Monthly Report from January 28, 2016 to February 18, 2016. There were 3,025 calls for service by grid. Among those grids, the actual calls of service that could be classified as an offense were 2,970 which were led by domestic violence. There were 210 adults arrested and 32 juveniles detained and/or arrested. There were 269 citations issued for motor vehicles and 823 actual recorded offenses that were taken through the system.
- Director Thomason stated there will be a resignation from the Police Division which brings the total to 61 personnel with the City looking for additional personnel in the future. Director Thomason advised everyone to take caution on the roads with the snow in the forecast for tomorrow.

#15 URBAN SERVICES – David Schnelle, Director

#15-A) Chairman Nichols presented a resolution approving CDBG Annual Action Plan for Program Year 2016-2017. No further discussion was needed.

#15-B) Items of Information

Mayor Eisenhauer thanked Chris Milliken and Liila Bagby for staying through the entire meeting. Manager Milliken reported there are some data conversion issues causing delays with the new code enforcement software.

#16 CLOSED SESSION was not needed.

#17 COMMITTEE MEMBERS' COMMENTS

Mayor Eisenhauer thanked Director Thomason for bringing up the weather forecast for tomorrow and added there were meetings today with staff and Public Works and they are going to operate under a split shift for the purpose of snow removal.

#18 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned by Chairman Nichols at 7:30 p.m.

  
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Lisa K. Monson, City Clerk

Approved: 03/23/16  
Posted Publicly: 03/24/16