#1 CALL TO ORDER
Chairman McMahon called the Public Services Committee meeting to order at 6:02 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, Vice Chairman Brenda Brown, Aldermen James Poshard and Darren York with 1 Vacancy in Ward 5. 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., City Clerk Lisa Monson, and Information Technology Assistant Administrator Aaron Weaver.

Others in Attendance via Videoconference: Aldermen Bob Iverson, Mike O’Kane, Sherry Pickering, City Comptroller Ashlyn Massey, Engineer Sam Cole, Fire Chief Don McMasters, Human Relations Administrator Sandra Finch, Police Chief Chris Yates, Payroll and Personnel Manager Jamie White, and Risk Manager Kathy Courson.

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 meeting of January 26, 2021. Chairman McMahon moved to dispense with the readings and asked for approval as presented, seconded by Vice Chairman Brown. On the voice vote, all ayes, no nays; the motion so ordered.

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

#4 AUDIENCE COMMENTS - None
#5 CHAIRMAN’S COMMENTS - None

#6 APPROVAL OF PAYROLLS
Chairman McMahon presented Payrolls for February 19, 2021, of $74,593.71. Vice Chairman Brown moved to dispense with the reading and asked for approval, seconded by Alderman York. There being no questions, the roll call vote being:
Ayes: Aldermen York, Brown, Poshard, McMahon
Nays: None
Absent: Aldermen Davis, Duncheon
Motion carried 4 to 0 with 2 absent and 1 vacancy.

#7 APPROVAL OF VOUCHERS PAYABLE
Chairman McMahon presented the Schedule of Vouchers Payable run for February 23, 2021, of $1,496,595.19. Alderman York moved to dispense with the reading and asked for approval as presented, seconded by Vice Chairman Brown. There being no questions, the roll call vote being:
Ayes: Aldermen Brown, Poshard, York, McMahon
Nays: None
Absent: Aldermen Davis, Duncheon

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Motion carried 4 to 0 with 2 absent and 1 vacancy.

#8...CITY CLERK'S REPORT – Lisa Monson, City Clerk
#8-A) Items of Information
Clerk Monson reported the Clerk's Office is still continuing work with the IT division on the design of the new website along with the new Laser Fiche forms management and document software.

#9...FINANCE— Ashlyn Massey, Comptroller
#9-A) ITEMS OF INFORMATION
#9-A-1) RISK MANAGER MONTHLY REPORT – Kathy Courson, Risk Manager
Manager Courson presented the January 2021 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 $274,959.68, for retirees $42,706.73, for COBRA Participant, of $651.42 and for Library Employees $15,204.92; January Worker’s Compensation totaled eight, and there were eleven Liability claims submitted with two denied by the City’s insurance and three claims being from other parties. The total cost of health premiums in January 2021 totaled $333,522.75 and the total cost of health premiums for January 2020 totaled $335,498.17. Manager Courson reported the January 2021 health insurance is down $20,000.00 from January 2020 due to the discounted premium reduction with Blue Cross/Blue Shield of Illinois. Chairman McMahon thanked Manager Courson for her clarification of health insurance and Medicare as secondary. Manager Courson explained Medicare has specific rules when it comes to an employee working with an employer with more than 75 employees. What happens is Medicare becomes a secondary to that employer’s insurance. When we try to incentivize or offer payments to go off of our insurance, then the government frowns upon that and the City could get into trouble for incentivizing people to be off of the City’s insurance. In addition, state statutes require the City to offer insurance to their retirees well into retirement as she still has over 100 retirees on the City's plans. The retirees pay 100 percent of the cost of the insurance. If an active employee is over the age of 65 years, even though they become eligible for Medicare, they actually are able to suspend part of their Medicare Part B, so they are not paying that monthly premium for something that is secondary.

#9-A-2) PERSONNEL MONTHLY REPORT – Jamie White, Payroll and Personnel Manager
Manager White presented the Personnel Report as of February 26, 2021, stating 240 employees eligible for benefits and 13 part-time/temporary/temporary/intern employees, with one new hire, no transfers, and no separations. Applications are being accepted for DMT Part-time Dispatcher, Engineer I, Engineer II, Engineer III, Engineering Technician, and Extra Board Bus Drivers, which are on-going. Manager White announced Public Works will host a Job Fair on Friday, March 12, 2021 from 9:00 a.m. to 11:00 a.m. and seasonal hiring begins March 1st. Information for the Public Works Job Fair will be posted to the City website and ads for seasonal workers will be placed in the local newspaper as well as with indeed.com.

#9-A-3) Additional Items of Information
Comptroller Massey reported on the following:
- The City received six requests for proposals (RFP’s) for Billing & Collection Software on February 15, 2021. She, Engineer Cole, and IT Administrator DSilva are reviewing the RFP’s.
- Checks have been received from the short-term online rentals taxes due to the amendment of Chapter 116 that was effective January 1, 2021. The check totals a little over $200.00 and she thanked the City Council for their approval of the ordinance amendment [Ordinance No. 9284, approved 10/06/20].
- Public Building Commission (PBC) rebate is received annually assuming the PBC uses less than the City contributed and we recently received the rebate from the PBC for their last fiscal year in the amount of $139,347.02, which is almost $60,000.00 more than was anticipated.

#10...FIRE- Don McMasters, Fire Chief
#10-A-1) Items of Information
Chief McMasters presented the Monthly Incident Report for January 1, 2021, through January 31, 2021, stating 289 total incidents were recorded and total estimated loss in fires was $323,002.00. There were 16 fire incidents, of those, 6 were building fires, 5 were cooking fires, 1 was fuel burner/boiler malfunction fire, 1 was passenger vehicle fire, 1 was dumpster or other outside trash receptacle, and 2 were for outside rubbish, trash.
or waste fire. There were 187 rescue or EMS incidents, which accounted for 65% of the service. Breaking that down, 59 were EMS calls, 5 were motor vehicle accidents with no injuries, 1 was high-angle rescue, 1 was rescue, EMS incident, other, 2 were medical assist lifting patient, and there were 119 medical assists. The fuel burner/boiler malfunction fire happened at one of the ThyssenKrupp facilities, which was caused by an outdated heat treating apparatus. There was $250,000.00 damage to the equipment, which is why the total loss in fires was so high for the month of January.

Chief McMasters also reported on the following items:

- Packets are being gathered to start the testing process for the firefighter eligibility list. He stated the Fire Division could have two to three more firefighters retire within the next year and the current eligibility list is down to one or two who are physically able to be hired. Tentatively, the application process advertising could start the first part of March so the testing process can begin in May or June.
- Testing for the various ranks for promotions could soon occur due to reorganization of the Fire Division.
- Chief McMasters reported he just applied for a COVID related small equipment grant through the State Fire Marshal’s office for a maximum of $26,000.00. The Fire Division had previously applied for a grant for COVID supplies and it was denied. He attempted his first grant write and applied for approximately $23,000.00.
- Paperwork was completed today for State Fire Marshal’s office annual program for training reimbursement. The Fire Division applied for $46,000.00, but the entire amount may not be reimbursable. The check for the reimbursement should arrive sometime in June.
- Self-Contained Breathing Apparatus (SCBA) have been ordered and are funded by the approved Assistance to Firefighters Grant (AFG) for $360,000.00. The SCBA should arrive in three to four weeks.
- Chief McMasters reported the City posted a notice on the vacant Heartland Building at 126 N. Vermilion Street, former Sears Building today that the structure could not be occupied. The water and power were shut off to the structure. The City is working on getting those things fixed and restored as quickly as possible, especially so the building will have an operating sprinkler system. Mayor Williams thanked Chief McMasters, Lt. McMahon, Director Carpenter, and Program Compliance Coordinator Tracy Craft for all of the work they did this afternoon on this building. They made sure all of the buildings were secured downtown because the way the water was running into the structure it was starting to flood the basement and would eventually have flooded into other buildings as well. He thanked Aqua Illinois employees for their help in getting the water shut off quickly. He stated it was a team effort to keep everyone safe.

#11...HUMAN RELATIONS – Sandra Finch, Administrator

#11-A) Items of Information

- Administrator Finch reported that for the period of January 19, 2021, through February 15, 2021, the office handled 25 complaints, which consisted of 3 police complaints, 2 complaints against city employees, 2 public accommodation complaints, 12 employment complaints, and 6 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.

#12...INFORMATION TECHNOLOGY – Agnel DSilva, Administrator

#12-A) Items of Information

In the absence of Administrator DSilva, Mayor Williams reported Administrator DSilva e-mailed an updated status report, which highlighted on the following items:

- City website
  - Work is in progress to develop new City website
  - Currently we are looking at Fall, 2021 for Go Live
- Secure Remote Access and Virtual Desktop Infrastructure (VDI)
  - VDI software has been deployed. Working in initial setup
  - Tentative Go Live for VDI is March 19, 2021
• Online Forms (Laser Fiche)
  o Currently coding online forms for all City departments
  o Tentative Go Live date for online forms is March 31, 2021
• Phone System and network security
  o Currently working on setup for Expressway remote call taking system
  o Working on Zero trust network model to provide secure system access
• Fire Department Server Upgrades
  o Rack and power equipment will be installed this week
  o Server upgrades will be completed on or before March 15, 2021
• GIS Projects
  o Storm water Sewer Renumbering, Repositioning and Connection Project
  o GIS Web Applications design and integration with new website
• Utility Billing System
  o Currently reviewing RFP’s
• Others
  o Continuously monitoring Cyber Security threats to protect City of Danville’s assets
  o Working on Incident Response, Disaster Recovery and Business Continuity Plans
  o Updating and patching systems on bi-weekly basis
  o Monitor backup system
• Completed Projects
  o Phone system upgrades
  o DPD email migration to cloud
  o Annual Security Awareness training for all employees

Mayor Williams stated Administrator DSilva and staff have been working 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 Counsel Simon will begin employment with the City tomorrow [02/24/2021] and is excited to work with him. Counsel Simon has already been proactive in setting up meetings with his team.

#14...POLICE – Chris Yates, Police Chief
#14-A) Items of Information
#14-A-1) Chief Yates reported on the following:
  • He apologized for not sending out a data report, but stated comparing 2021 to 2020 we are seeing a reduction in armed persons, domestic batteries is about the same, drug activities went down, gunshot victims were cut in half, harassments and threats went down slightly, home invasions went down, robberies went down, sexual assault went down slightly, shots fired went down 40%, stabbing victims was cut in half, and stolen vehicles remain the same.
  • Chief Yates stated he has been working through House Bill 3653 [Criminal Justice and Police Reforms Bill] and he is not close to being through it as there is a lot of information in it. There is no indication of funding in the bill. The bill includes a law that body cameras are mandatory so staff is looking into how the Police Division can purchase additional body worn cameras as the department currently has 28 cameras and there are 40 plus officers signed to patrol as well as investigators. He has been in contact with a vendor who provided the current cameras.
  • The Policy Manual revisions have been completed. He started out eight months ago rewriting and revising the 32 chapter manual. Some of the changes were minor while other changes were significant.
  • One individual is in the Police Training Institute (PTI) academy and two individuals are in the Field Training Program with field training officers.
  • He and other staff members are always trying to anticipate personnel needs through retirements. We will be losing guys and he hates to lose some of them, but we will know if there is a need for a supplement eligibility list.
• Second round of COVID vaccinations were received, which adds a little bit of security and confidence when we are out in the public and going home to families. We still maintain pandemic protocols and safety measures.
• Vice Chairman Brown stated she and Alderman Pickering were recently out in public and someone approached Alderman Pickering about the violent activities in Danville and they assured the individual what is going on in Danville is improving in the way of violence.
• Alderman York voiced appreciation to Chief Yates and Officer Schroeder for participating in a presentation that took place at Community Church of God on Saturday, February 20, 2021 called “Building Bridges and Breaking Down Barriers”, which is part of the Courageous Conversations series at the church. The presentation can be viewed on the Community Church of God Facebook page.

#15...PUBLIC WORKS – Carl Carpenter, Director
#15-A) Chairman McMahon presented a resolution authorizing Purchase of Real Property from Vermilion County Trustee and waiving the requirements of Section 30.07 concerning the purchase of real estate for parcel Outlot A of Stonegate First Addition to Danville, PIN: 18-28-201-054, Stonegate Drive for Public Right of Way for the minimum bid price of $800.00, which together with a recording fee of $50.00, represents an amount that reimburses the Trustee for the closing costs to place the property; to be paid for from line item 107-107-00-52058 (Infrastructure Development). Vice Chairman Brown moved to dispense with the reading and asked for approval as presented, seconded by Alderman York. Engineer Cole explained the property is a small parcel of land in the Stonegate Subdivision. Traditionally it should be been platted as a right-of-way and is a piece of roadway that would allow for future expansion of the subdivision and feel it is beneficial to secure it so it could be extended more easily in the future. There being no questions or further discussion, the roll call vote being:
  Ayes: Aldermen Poshard, York, Brown, McMahon
  Nays: None
  Absent: Aldermen Davis, Duncheon
  Motion carried 4 to 0 with 2 absent and 1 vacancy.

#15-B) Chairman McMahon presented a resolution authorizing a resolution Authorizing the Sale of City Real Estate at 649 Section Street, PIN: 23-04-300-052 (DER0239B) at Private Sale to Eric Trigale, BuyerGoNutzLLC, in the amount of $5,000.00, and waiving Section 30.07(E) of the Code of Ordinances. Vice Chairman Brown moved to dispense with the reading and asked for approval as presented, seconded by Alderman Poshard. Engineer Cole explained the potential buyer approached Mayor Williams about his interest in purchasing the property. It is a parcel of land the city acquired from the Vermilion County Trustee several years ago for the potential of a future roadway extension and in reviewing the current land use and we did not think it was a viable option to extend a roadway on this property or any beneficial use for the City to hold onto the land. Mayor Williams and Manger Cronk negotiated a sell price with the individual. The property is located south of Fairchild Street and east of Section Street and the purchaser has an adjacent business to the property and plan to use the property for security for their vehicle impoundment area. Mayor Williams stated the fair market value is a few hundred dollars less than the proposed sell price for the nearly five-acre parcel. There being no further questions or discussion, the roll call vote being:
  Ayes: Aldermen York, Brown, Poshard, McMahon
  Nays: None
  Absent: Aldermen Davis, Duncheon
  Motion carried 4 to 0 with 2 absent and 1 vacancy.

#15-C) Chairman McMahon presented an ordinance Authorizing Purchase of Real Estate from Lucas Land Company, LLC, in the amount of $20,000.00, for Poland Road Pump Station; PIN: 18-20-200-029-0060 Tract: NEWR 0541; PIN: 18-20-200-030-0030 Tract: NEWR 0541A for the purpose of facilitating future sewer improvements on and around the Poland Rd. Pump Station, its tributary sewers, and its force main. The purchase shall be paid from Fund 402 (Storm and Sanitary Sewer Fund) line item 402-402-00-55018 (Infrastructure Improvements). Alderman York moved to dispense with the reading and asked for approval as presented, seconded by Vice Chairman Brown. Engineer Cole stated the real estate is for two parcels of land adjacent to the Poland Road pump station. The need to purchase the land is not for the pump station improvements themselves, but there are sewers that drain into the pump station and which the force main that

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is pumped out of the pump station that are in danger of future collapse because of bank erosion and other things in the area such as erosion of the ditches. We plan to relocate those sewers and the purchase of the property will facilitate that relocation. In addition, the City will still need to purchase an easement later, but purchase of this property will be a vast majority of that land. We need negotiate an easement with them, but they did not have interest in that, so the purchase is what we consider a fair price for the land and was negotiated after that. Vice Chairman Brown asked for clarification how the property purchase will affect the pump station. Engineer Cole stated it will affect the sanitary sewers which drain to the pump station and pump out of the pump station. There being no further questions or discussion, the roll call vote being:
Ayes: Aldermen Brown, Poshard, York, McMahon
Nays: None
Absent: Aldermen Davis, Duncheon
Motion carried 4 to 0 with 2 absent and 1 vacancy.

#15-D) Chairman McMahon presented a resolution Approving Professional Services Agreement with Fehr-Graham Engineering & Environmental to perform Phase I and Phase II environmental assessments of such property. The fees and costs for the agreement to be paid from Fund 402 (Storm and Sanitary Sewer Fund), line item 402-402-00-55018 (Infrastructure Improvements) for lump sum fees in the amount of $2,500.00 for Phase I and $33,000.00 for Phase II. Vice Chairman Brown moved to dispense with the reading and asked for approval as presented, seconded by Alderman York. Engineer Cole stated as part of the negotiation process and the purchase agreement with the seller contains language that states the City is allowed to go onto the property to perform environmental testing prior to closing. The property was never developed, but we are aware there was significant fill operations on the site years ago, which are part of the reason we have issues with sanitary sewers in the area. We believe there are some building materials in the fill and it is always recommended in commercial property acquisition that environmental due diligence is done prior to closing on a property to the best of our ability to limit the City’s liability in the future on future clean-ups. Chairman McMahon asked if there is a problem from the environmental study and we need the land, what does that mean and Engineer Cole we would have to waive the cost of the different options and the risks and make a decision so we are not legally bound to purchase the property regardless. We would have to look at other alternatives to reroute the sewer. We would discuss any findings with the Mayor prior to closing. After all questions were addressed and there being no further discussion, the roll call vote being:
Ayes: Aldermen Poshard, York, Brown, McMahon
Nays: None
Absent: Aldermen Davis, Duncheon
Motion carried 4 to 0 with 2 absent and 1 vacancy.

#15-E) Chairman McMahon presented a resolution Appropriating Motor Fuel Tax (MFT) Funds (Section # 21-00000-00-GM) for the Maintenance of Streets to complete various street and roadway maintenance activities in 2021, which may include roadway patching materials, crack sealing, concrete patching, pavement striping, sealcoating, and asphalt pavement mill & overlay, along with other necessary activities meeting the criteria for expenditure of MFT funds with the work to be paid for from IDOT MFT Section Number 21-00000-00-GM and tracked using line item 103-103-00-600GM utilizing $1,600,000.00 funds. Alderman York moved to dispense with the reading and asked for approval as presented, seconded by Vice Chairman Brown. Engineer Cole explained we are asking for approval to spend $1.6 million dollars in MFT dollars for 2021 construction season for projects such as mill and overlay, pavement striping, crack sealing, and oil and chip program. Chairman McMahon asked if Council will be receiving a list of the various projects and Engineer Cole responded he has a preliminary map so when those come to Council, everyone will receive a map. Mayor Williams stated Engineer Cole and Assistant Engineer Childers have been very busy due to only having two engineers in that division. There being no further questions or discussion, the roll call vote being:
Ayes: Aldermen York, Brown, Poshard, McMahon
Nays: None
Absent: Aldermen Davis, Duncheon
Motion carried 4 to 0 with 2 absent and 1 vacancy.
Engineer Cole stated he is often asked for maps from the media as well and he generally hesitates to gives those out until we are 100 percent certain on where the project limits are as often times the bids come in and we have to shift budgets around and make changes and often leads to heartache and upset people.

#16 CLOSED SESSION was not needed.

#17 ITEMS OF INFORMATION
- Chairman McMahon questioned the timeline on when the Council and Committees will be meeting in person again and Mayor Williams responded the timeline is solely the pleasure of the Council, but he thinks probably the best thing for us to do is return soon and limit the number of people in attendance. He encourages as many of us to get vaccinated as possible before we start meeting in person again.
- Chairman McMahon reminded everyone to continue wearing your masks in public and continue to social distance.
- Mayor Williams reminded everyone early voting begins at the Vermilion County Administration Building on Thursday, February 25, 2021 and there will be a couple of opportunities to vote on Saturday.
- Mayor Williams announced Tracy Craft is working on a list or rough schedule of properties the City anticipates to demolish this year. We are hoping by the end of this year to only have 35 city-owned properties left to be demolished. He stated the dilapidated home in Denvale West subdivision is scheduled to be demolished this week. Alderman Iverson thanked Mayor Williams, Code Enforcement and the Legal Division for the work they did to accomplish getting this home demolished. Mayor Williams explained by eliminating this blighted property, the whole neighborhood can be stabilized. Vice Chairman Brown stated Ward 1 still has a lot of dilapidated properties and would like to see the list.

#18 ADJOURNMENT
There being no further business to discuss, the meeting was adjourned by Chairman McMahon at 7:09 p.m. following a motion by Vice Chairman Brown and a second by Alderman Poshard.

Lisa K. Monson, City Clerk

Approved: 03/23/21
Posted Publicly: 03/24/21