

PUBLIC SERVICES COMMITTEE
MINUTES OF MARCH 24, 2015

#1 CALL TO ORDER

Chairman Nichols called the Public Services Committee meeting to order at 6:01 p.m.

Roll Call was answered by Chairman Steve Nichols, Vice Chairman Steve Foster, Aldermen Kevin Davis, Frank Hoskins, and Sharon McMahon. Aldermen April Gilbert and Tom Stone were absent. A quorum was present. Alderman Gilbert arrived at 6:07 p.m. and Alderman Stone arrived at 6:17 p.m.

Others Present were Mayor Scott Eisenhauer, Alderman Mike O'Kane, City Clerk Lisa Monson, City Comptroller Gayle Lewis, Engineering & Urban Services Director David Schnelle, Human Relations Administrator Sandra Houston, Human Resources Administrator Bill Westphal, Information Technology Administrator Agnel D'Silva, Planning & Urban Services Manager Christopher Milliken, Public Safety Director Larry Thomason, Public Transportation Director Lisa Beith, Risk Manager Kathy Courson, 5 audience members and 2 news media.

#2 APPROVAL OF MINUTES

Chairman Nichols presented the Minutes of the regular meeting of February 24, 2015. Alderman Hoskins moved to dispense with the reading and asked for approval as presented, seconded by Alderman Davis. On the voice vote, all ayes, no nays; the motion so ordered.

#3 APPROVAL OF AGENDA

Chairman Nichols presented the agenda and announced Item 6-A, 6-F, and 8-A have been amended with copies of amended items handed out to Committee. There being no further changes, Alderman Hoskins moved for approval as amended, seconded by Alderman McMahon. On the voice vote, all ayes, no nays; the motion so ordered.

#4 AUDIENCE COMMENTS

Lynn McClinden of Danville spoke concern of purchase of transit buses and budget amendment in the City Clerk's division pertaining to health insurance.

#5 CHAIRMAN'S COMMENTS – None

[Alderman Gilbert arrived at 6:07 p.m. during presentation of the next item and took her seat at the dais.]

#6 FINANCE – Gayle Lewis, Comptroller

Chairman Nichols presented Items A & B for a single vote. There being no objections, Alderman Hoskins moved to dispense with the readings and asked for approval of both, seconded by Vice Chairman Foster. Those items being:

#6-A) Payroll for March 20, 2015 of \$489,729.17; and

#6-B) Schedule of Vouchers Payable, having been published, posted, and distributed, for March 24, 2015, of \$251,250.77;

There being no questions, the roll call vote being:

Ayes: Aldermen Foster, Gilbert, Hoskins, McMahon, Davis, Nichols

Nays: None

Absent: Alderman Stone

Motion carried 6 to 0 with 1 absent.

Chairman Nichols presented Items C through K for a single vote. There being no objections, Vice Chairman Foster moved to dispense with the readings and asked for approval as presented, seconded by Alderman Hoskins. Those items being:

- #6-C..a resolution authorizing a Budget Amendment to the Legal Services Division Fund Budget, Expenditure– Increase for Legal Services by \$90,000.00, with funds to come from the General Fund Reserve;
- #6-D..a resolution authorizing a Budget Amendment to the City Clerk Division Fund Budget, Expenditure– Increase to Group Insurance by \$14,500.00, with funds to come from the General Fund Reserve;
- #6-E.. a resolution authorizing a Budget Amendment to the Police Division Fund Budget, Revenues Increase Contract Overtime Reimbursement by \$16,000.00, STEP Grant by \$20,000.00, Expenditures– Increase to Contract Overtime by \$16,000.00, Overtime by \$90,000.00, FICA by \$5,000.00, STEP Grant by \$20,000.00, with Grant funds in the amount of \$20,000.00 to come from Grant Proceeds, Contracted Overtime of \$16,000.00 to come from the business that contacts with the City for the overtime, and the balance of \$95,000.00 to come from the General Fund Reserve;
- #6-F.. an amended resolution authorizing a Budget Amendment to the Fire Division Fund Budget, Revenue– Create Hazmat Response Fee of \$10,000.00, Expenditures – Decrease to Salaries by \$50,000.00, Decrease to Group Insurance by \$80,000.00, and Increase to Overtime of \$200,000.00, with funds in the amount of \$130,000.00 coming from the Salaries and Group Insurance line items, with \$70,000.00 coming from the General Fund Reserve, and the \$10,000.00 Hazmat Response Fee shall come from funds received from Duke Energy;
- #6-G..a resolution authorizing a Budget Amendment to the Bond & Interest Fund Budget, with an Increase to the Bonds-Interest & Cost by \$1,500.00, to come from the 2001 Bond Fund Reserve;
- #6-H..a resolution authorizing a Budget Amendment to the Bond & Interest Fund Budget, with an Increase to the Bonds-Interest & Cost by \$1,500.00, to come from the 2002 Bond Fund Reserve;
- #6-I..a resolution authorizing a Budget Amendment to the Bond & Interest Fund Budget, with an Increase to the Bonds-Interest & Cost by \$1,000.00, to come from the 2003 Bond Fund Reserve;
- #6-J..a resolution authorizing a Budget Amendment to the Land Acquisition Fund Budget, Revenue– Increase Other Revenues by \$10,000.00, to come from revenues received for billboard rental space; and
- #6-K..a resolution authorizing a Budget Amendment to the Group Insurance Fund Budget, Revenue– Increase to Employee Contributions by \$18,000.00, Expenditure– Increase to Group Insurance Payments by \$18,000.00, to come from Employee Contributions.

Comptroller reviewed each resolution and during discussion of Item 6-D, Mayor Eisenhauer asked Risk Manager Courson for the employee and spouse health insurance amount and she responded the total ranges from \$1,200.00 to \$1,400.00 per month and the family rate is approximately \$2,000.00 per month. There being no further questions, the roll call vote being:

Ayes: Aldermen Gilbert, Hoskins, McMahon, Davis, Foster, Nichols

Nays: None

Absent: Alderman Stone

Motion carried 6 to 0 with 1 absent.

#6-L-1) Human Resources Monthly Report – Bill Westphal, Human Resources Administrator

The Personnel Report was presented as of March 24, 2015, stating 241 fulltime and 16 part-time/seasonal employees, with one new hires, two separations, and one transfer. Applications are being accepted for Engineer I, Public Works full time Laborer, and Extra Board Bus Drivers are on-going. Human Relations Administrator Sandra Houston and Administrator Westphal will be recruiting for Probationary Police Officers and Probationary Fire Fighters at Danville Area Community College on March 25, April 7, April 15, and April 29. Probationary Police and Probationary Firefighter applications are on the City's website and also located in the City Hall lobby. Vice Chairman Foster requested the year the City had the greatest number of City employees and also a breakdown by Police, Fire, and other City employees. Administrator Westphal stated he will get that information.

[Alderman Stone arrived at 6:17 p.m. during presentation of the next item and took his seat at the dais.]

#6-L-2) Risk Management Monthly Report – Kathy Courson, Risk Manager

February 2015 Statistics were presented stating Health Alliance Insurance Premiums for employees totaled \$357,524.00, for retirees \$50,387.60, and for COBRA participant of \$524.00; February claims for Worker's Compensation totaled seven and there were five Liability claims submitted. Manager Courson stated the health



total insurance premium paid in February 2015 was \$408,435.60, a decrease of \$45,529.60 from February 2014, which is due to incentives offered as well as the lower premium on the HMO HD (high deductible) plan.

#6-L-3) Additional Items of Information - None

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

- For the period of January 29, 2015 to March 24, 2015 there were 23 FOIA Requests received and 88 various Licenses and Permits issued.
- There have been 205 Business License Renewals sent out and 24 establishments have received Video Gaming Terminal License Renewals.
- The Danville Public Building Commission Audit Report for fiscal year ending October 31, 2014 has been received and placed on file.

Chairman Nichols questioned if the City has seen an increase in requests for Video Gaming and Mayor Eisenhower stated there has been an increase in individuals who would like to open a Video Gaming Café. Mayor Eisenhower also stated there is legislation being introduced to redefine who is or is not eligible for a Video Gaming license in the future due to the proliferation of licenses around the State.

#8 PUBLIC TRANSPORTATION – Lisa Beith, Director

#8-A) Chairman Nichols presented an amended resolution awarding the Purchase of Two (2) 35 foot Transit Buses and Authorizing Budget Amendment in Other Capital Equipment, in the amount of \$819,660.00, from Gillig LLC, with funds for the budget amendment received from the State and Federal capital grants. Alderman Hoskins moved to dispense with the reading and asked for approval, seconded by Alderman McMahon. To address audience member Mr. McClinden's concern, Director Beith clarified the disposal was for the smaller buses and was due to the buses being well past their useful life and it was determined it was better to get them to a company that could perform repairs to the buses so we felt fortunate to receive money to help pay for accessories for the new buses. It was also stated concurrence was received from IDOT to go with Lafayette IN. Chairman Nichols asked if this was a flow through from the Federal grant and Director Beith stated "yes" the State grant was \$770,000.00 and the FTA (Federal Transit Administration) 5307 funds was \$70,000.00. Vice Chairman Foster asked if we have any high mileage, older buses in the fleet and if so DMT can apply for grants to replace those buses and Director Beith responded there are three 2004 buses that will be eligible for replacement in 2016. There being no further discussion or questions, the roll call vote being:

Ayes: Aldermen Hoskins, McMahon, Stone, Davis, Foster, Gilbert, Nichols

Nays: None

Motion carried 7 to 0.

#9 ENGINEERING & URBAN SERVICES - David Schnelle, Director

#9-A) Chairman Nichols presented a resolution approving an Economic Development Equipment Purchase for Midwest Operations and Staffing, Inc., at 1222 E. Voorhees Street, in the amount of \$60,000.00 upon the installation and startup of a thermal inkjet imprinting system. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman Hoskins. Director Schnelle stated the CDBG (Community Development Block Grant) plan includes funding for economic development for support of low to moderate income job creation and this project will create ten full time jobs with six of those benefitting persons of low to moderate incomes. He advised the CDBG appropriations will now be run through Committee and City Council with Chairman Nichols voicing his appreciation for that change. Alderman Hoskins questioned if Midwest Operations and Staffing has to have this in order to hire the ten individuals and Director Schnelle responded the overall project investment is over \$300,000.00 for the employer and this piece of equipment will help with the operation and also set aside funds for expansion in the future. Alderman McMahon asked if the project was a grant fund and what happens if Midwest Operations and Staffing do not hire the ten employees. Director Schnelle responded they would be in default of the grant and they would have to repay those funds and the federal government would have to get involved. This is administered thru HUD and there are very specific requirements. Director Schnelle also reported HUD is emphasizing economic development. There being no further discussion or questions, the roll call vote being:

Ayes: Aldermen McMahon, Stone, Davis, Foster, Gilbert, Hoskins, Nichols

Nays: None

Motion carried 7 to 0.

#9-B) Chairman Nichols presented a resolution approving a Façade Loan Program for the Dale Building, 101 N. Vermilion Street, 103 N. Vermilion Street, and 7 E. North Street, for loan participation agreement with Peter Blackmon for a maximum amount of \$50,000.00, with a term not to exceed nine years, to come from the Small Business Revolving Loan Program budget. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman Hoskins. Director Schnelle stated steps are being taken to formalize the Small Business Revolving Loan Program as it needs to be restructured and updated. Mr. Blackmon proposes to perform window replacements in the upper stories along Vermilion Street and roof replacement to make the upper stories available for use. This program needs to follow the guidelines of HUD investments. Chairman Nichols questioned if façade improvements meant roof improvements and Director Schnelle stated it is actually windows and the roof and in the past roofs has been included in the façade program. He advises discussion needs to be done on whether there should be a separate roof program. Mayor Eisenhauer stated this was done in conjunction with DDI when they were identifying what some of their weaknesses were in structures downtown that is when they began to broaden the definition to include roofs when recognizing roofs were failing so then would be the building. Vice Chairman Foster questioned what is in the Dale Building right now and Mayor Eisenhauer stated the Charlotte's Daughter is on the first floor. It was stated the second and third stories are not rentable right now so the project will help make the building a more viable building. Director Schnelle noted the resolution states the actual loan amount is \$110,000.00 with First Financial Bank administering the loan and \$50,000.00 is City controlled funds. The property owner repays the bank and the bank distributes the funds back to the City. There are risks, but the bank is also vested and the City is helping fund the gap. Alderman Hoskins voiced concern that the language appears that the City is co-signing on the loan. Director Schnelle responded the City is not really co-signing, but agreeing acting as the second loaning agency along with the bank. Alderman Hoskins questioned who is on the hook if the payment is not made and Director Schnelle stated both the bank and the City. Alderman Hoskins stated the way the resolution is written it appears the City would be on the hook for \$60,000.00 if the owner defaults on the loan. Director Schnelle responded the City's potential loss would be \$50,000.00. Director Schnelle advised that Corporation Counsel Wesner amends the language in Item 1 and the amended resolution will be placed on the Council agenda for April 7. It was consensus of the Committee to bring the amended resolution to full Council on April 7. Both Aldermen Stone and Hoskins withdrew the motion and it will be brought to Council as amended without Committee recommendation. Alderman Stone asked if there is aesthetic review on these projects and Director Schnelle responded there is not under this particular portion of the program, but again, this is something that needs to be reviewed and updated. Mayor Eisenhauer stated the language in 9-C is the same as in 9-B so the language will have to be rewritten. Alderman Hoskins clarified he did not like the way the resolution was written and is not objecting to the project. Mayor Eisenhauer stated the language in 9-C is the same as in 9-B so the language will have to be rewritten.

#9-C) Chairman Nichols presented a resolution for discussion only approving a General Revolving Loan to Carla Cahill for Café 13, located at 13 N. Vermilion Street, coming from the Small Business Revolving Loan Program for equipment and improvements, with a term not to exceed seven years. Director Schnelle stated the business plan is very detailed loan application package and the City's portion will be \$15,000.00 of the total loan amount of \$30,000.00 with First Financial Bank administering the loans. The business investor, Carla Cahill, advised she has plans to open a café at the former Java Hut business. She plans to keep the café similar to the Java Hut, but would like to expand on the food. She would eventually like to have made from scratch bakery with pastries, but needs equipment to do be able to offer that type of food. She was raised in Danville, has a degree in baking, has managed a bakery in Champaign, worked for a coffee concession, and is currently working for a catering company. She would like to open the cafe by May. Chairman Nichols stated the amended resolution will be placed on the Council agenda for April 7.

#9-D) Chairman Nichols presented a resolution approving a Funding Agreement for the South Griffin Street Bridge Replacement, to be paid from the Motor Fuel Tax funds section 10-00341-00-BR. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman McMahan. Director Schnelle thanked Chairman Pühr and Chairman Nichols for allowing him to take this resolution to the Public Services Committee. The agreement needs to be approved by April 7 to meet the State timelines as the project

is on the April IDOT letting so all contractors in the State can see it and bid on it. The deadline for procuring the ROW you may have seen there was a payment to me that is because there was a deadline and he had to pay the recording fees himself. Vice Chairman Foster questioned the completion date is and Director Schnelle said the tree clearing has been done already so this project can be done in the current construction season and the earliest it would be awarded is in May so the contractor would not be able to start until sometime after mid May. The funding is major bridge funds through the FHWA as they give an allocation to the State each year and the City applies for those. The City has also received allocation for the Voorhees Street bridge over Stoney Creek so that will take place in federal fiscal year 2018 so staff will get a design in the near future for a deck design for that bridge. Director Schnelle advised the funds for this project are federal pass through funds through the State who is also manager for those funds so 20% of the funds are coming from our local MFT funds. The City will be doing the construction engineering on this project and those construction engineering dollars will be eligible for 80% reimbursement through the project if there are ample funds remaining. There being no further discussion or questions, the roll call vote being:

Ayes: Aldermen Stone, Davis, Foster, Gilbert, Hoskins, McMahon, Nichols

Nays: None

Motion carried 7 to 0.

#9-E) Items of Information

- Chairman Nichols asked for an update on the Bowman Avenue Project. Director Schnelle stated work resumed today and the project should be done sometime in August. The project runs from Crestview Avenue to Winter Avenue with the stoplight staying on Crestview Avenue.
- Vice Chairman Foster voiced appreciation that CDBG projects are being brought before the Council.

#10 FIRE – Larry Thomason, Public Safety Director

The Monthly Incident Report for February 11, 2015, through March 23, 2015, was presented, stating total incidents were 239, total estimated loss in fires were \$138,026.00. During this period there were 9 building fires, 4 cooking fires, 1 trash or rubbish fire, contained, 1 passenger vehicle fire, 2 brush or brush and grass mixture fires, 1 outside rubbish fire (other), 4 outside rubbish, trash or waste fires, 1 dumpster or other outside trash receptacle fire, and 63% of the calls were related to Rescue & Emergency Medical Service Incidents.

#11 HUMAN RELATIONS – Sandra Houston, Administrator

- Administrator Houston presented the Status Report of Complaints for period February 17, 2015, through March 16, 2015, that stated the office handled 49 complaints, which consisted of a total of 29 Police, 16 Employment, and 4 Housing complaints.
- Started recruitment for Probationary Police Officer and Probationary Firefighter applicants because the City is an Equal Opportunity Employer and to encourage minorities and females applicants. Chairman Nichols asked what type of outreach program is being planned and Administrator Houston stated emphasis will be on study sessions for the applicants so they can understand the application process and give them a general idea of what is on the test. Administrator Westphal stated letters were sent to churches and organizations to ask for their help with recruiting.

#12 INFORMATION TECHNOLOGY – Agnel DSilva, Administrator

- Researching information for phone system quotations.
- Financial Software Demonstration will be held at City Hall on April 23 with New World Systems.
- Working with Public Transportation Director Beith on the transfer zone technology upgrades.

#13 POLICE – Larry Thomason, Public Safety Director

The Monthly Calls for Service Report for February 20, 2015, through March 20, 2015, was presented stating 2,788 total Calls for Service by Grid, with arrests of 199 adults and 39 juveniles, and a total of 310 actual reported offenses. The largest category within the offenses was Tows/ID, Equipment, Insurance followed by Disorderly Conduct, and Domestic Battery. There were 332 Traffic Citations by Offense issued with the majority of those issued for operating uninsured motor vehicles and there were 732 reported offenses with activity that went to the States Attorney's office for referral. Chairman Nichols asked if the Police Division is



gearing up for the summer program and Director Thomason responded "yes" and plans have been put into place. Staff is also working with a sponsor group to discuss drug problems and some of the units available have identified and targeted problem areas which have been fine tuned.

#14 LEGAL – Dave Wesner, Corporation Counsel

In the absence of Corporation Counsel Wesner, Mayor Eisenhauer stated he would be glad to take any questions from the Committee. There were no questions or discussion.

#14-B) Items of Information - None

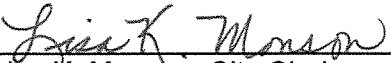
#15 CLOSED SESSION was not needed.

#16 COMMITTEE MEMBERS' COMMENTS

Mayor Eisenhauer announced the electrical aggregation bid results from the March 12 bid opening. Homefield Energy was awarded the bid for 36 months at \$0.05569 per kWh. The 36 month bid from Constellation was \$0.06210 per kWh. He also stated the rate is slightly higher than the current rate, but feels the Ameren rate will be even higher. The 36 month rate will allow greater savings in year two and year three. He also advised customers can leave Homefield and switch back to Ameren at any time, but would have to stay with Ameren for 12 months. Letters will be mailed soon to constituents with opt out instructions. Customers who do not opt out will be billed at the new rate with their June bill cycle.

#17 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned by Chairman Nichols at 7:09 p.m. following a motion by Alderman Hoskins and a second by Alderman Stone.



Lisa K. Monson, City Clerk

Approved: 05/05/15
Posted Publicly: 05/07/15