

PUBLIC SERVICES COMMITTEE  
MINUTES OF MAY 26, 2015

**#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, Aldermen Brenda Brown, R.J. Davis, Frank Hoskins, and Tom Stone. Vice Chairman Steve Foster and Alderman Sharon McMahon were absent. A quorum was present

Others Present were Mayor Scott Eisenhauer, Aldermen Mike O'Kane and Sherry Pickering, 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 DSilva, Planner I Liila Bagby, Planning & Urban Services Manager Christopher Milliken, Public Safety Director Larry Thomason, Public Transportation Director Lisa Beith, Rehabilitation Specialist Angie Jestis, Risk Manager Kathy Courson, 2 audience members and 3 news media.

**#2 APPROVAL OF MINUTES**

Chairman Nichols presented the Minutes of the regular meeting of the Special Meeting of May 5, 2015. Alderman Stone moved to dispense with the reading and asked for approval as presented, seconded by Alderman Hoskins. On the voice vote, all ayes, no nays; the motion so ordered.

**#3 APPROVAL OF AGENDA**

Chairman Nichols presented the agenda, There being no changes, Alderman Hoskins moved for approval as presented, seconded by Alderman Stone. On the voice vote, all ayes, no nays; the motion so ordered.

**#4 AUDIENCE COMMENTS**

#4-A) The Public Hearing on Proposed Amendment to Community Development Block Grant (CDBG) Annual Action Plan for Program Year 2013 was opened by Chairman Nichols. Manager Milliken stated the amendment deals with the demolition/blight removal activity funding in which the City is required by Department of Housing and Urban Development (HUD) certifications to maintain 70% of the proposed fund usage to benefit low to moderate income individuals. This amendment will reduce blight removal funding for the 2013 year by \$64,384.00 and increase the current economic development activity for future projects by \$64,384.00. There being no comments from audience or Committee, Chairman Nichols closed the public hearing.

#4-B) The Public Hearing on Proposed Amendment to Community Development Block Grant (CDBG) Annual Action Plan for Program Year 2014 was opened by Chairman Nichols. Manager Milliken stated the amendment will decrease the allocation amount by \$49,000.00 for Fair Oaks/Moore Street security improvements reducing the allocation to \$25,000.00. The amendment would utilize the \$49,000.00 for a new project called Vermilion Heights Infrastructure which consists of creating new sidewalks and ADA ramps for low to moderate residential neighborhood, specifically on Warrington Avenue. There being no audience comments, Chairman Nichols asked for Committee comments. Alderman Stone asked if the sidewalks were public or private. Manager Milliken responded they are public sidewalks with portions of the sidewalks in varying degrees of decay to be replaced and connected with new sidewalks as well as ADA accessible ramps. This project will be in conjunction with the Warrington Avenue resurfacing project. Alderman Stone questioned if carriage walks would be included and Director Schnelle stated "no", only direct ADA route, curb ramp to curb ramp. Alderman O'Kane questioned if the Fair Oaks/Moore Street security project was going to be delayed and not dropped and Director Schnelle stated those funds were supplemental funding for the Danville Housing Authority (DHA) and at this time DHA is moving forward with their own camera system and procuring those services, but the City did feel it appropriate to leave some funds for that project in case of a desire to have City participation and mutually beneficial plans in the future. Alderman Stone asked if the project includes tree removal if trees are up heaving the sidewalks and Director Schnelle stated "no", there were no trees identified that were an issue. There being no further comments from Committee, Chairman Nichols closed the public hearing.



#### #4 Other Audience Comments

- Janis Ostiguy of Danville spoke concern of payment to East Lake Hospital for Animals for K-9 dog expenses and stated the payment seemed high for one shot and exam.
- Alderman Davis asked Director Schnelle to explain the Vermilion Heights Infrastructure project. Director Schnelle stated there are certain funds already allocated in this plan year to Vermilion Heights for neighborhood improvements for some housing rehabilitation projects and we had also identified Warrington Avenue as in need of resurfacing as well as portions of Avenue G and when we are in there doing this project we thought that it would make sense to provide a holistic improvement to this area in regards to both CDBG and Warrington Avenue and also produce a sidewalk that is ADA accessible all the way to the nursing home so the sidewalk improvement would begin at Avenue B and go all the way to the nursing home, cross over the street there, then go to Avenue G. It would give those neighbors a direct route through that thoroughfare. Alderman Davis feels there has been a lot of funding going to Vermilion Heights and questioned if funding is not going to other areas due to the fact that other areas are not being vocal or asking for anything. Director Schnelle stated "no" and most areas are asking for various things. Manager Milliken elaborated on history of Vermilion Heights and stated as far as CDBG funding the housing rehabilitation is done on an annual basis to targeted neighborhood association areas so those neighborhood association areas that have been involved in the plan process for the allocation of the funds for a certain program that area gets selected based on their activity level for that year and then we may spend more than one year in that area. Alderman Davis questioned why selection is based on activity of neighborhood groups. Manager Milliken stated this is the second year the City is operating in the Vermilion Heights neighborhood as far as neighborhood housing rehabilitation and stated prior to those two years there were activities in the Holiday Hills neighborhood association, Northeast neighborhood as well as the Joe Cannon and Kentucky/Tennessee Street neighborhoods. Mayor Eisenhauer stated we are also trying to improve the infrastructure within the Vermilion Heights neighborhood as well. Mayor Eisenhauer stated on average the focus has changed to a different neighborhood every two years

#### #5 CHAIRMAN'S COMMENTS – None

#### #6 FINANCE – Gayle Lewis, Comptroller

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

#6-A) Payroll for May 22, 2015 of \$79,991.25; and

#6-B) Schedule of Vouchers Payable, having been published, posted, and distributed, for May 26, 2015, of \$209,156.93;

Alderman Hoskins questioned the payment to East Lake Hospital for Animals for veterinary services.

Comptroller Lewis responded the payment is for one dog, but there were eight different components to the K-9 physical including blood work. There being no further questions, the roll call vote being:

Ayes: Aldermen Hoskins, Davis, Stone, Brown, Nichols

Nays: None

Absent: Aldermen Foster and McMahon

Motion carried 5 to 0 with 2 absent.

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

The Personnel Report was presented as of May 26, 2015, stating 242 fulltime and 36 part-time/seasonal employees, with two new hires, two separations, and one transfer. Applications are being accepted for Building Inspector, Electrical & Zoning Inspector, Code Enforcement Inspector, Engineer, and Extra Board Bus Drivers are on-going. Administrator Westphal stated applications for Probationary Police Officers and Probationary Firefighters will be accepted through July 31, 2015 and the testing process will begin in August. Two probationary police appointees will be attending the Police Academy June 29.

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

April 2015 Statistics were presented stating Health Alliance Insurance Premiums for employees totaled \$343,123.00, for retirees \$40,822.60, and for COBRA participant of \$524.00; April claims for Worker's Compensation totaled five and there were nine Liability claims submitted. Manager Courson stated the health total insurance premium paid in March 2015 was \$384,469.60, a decrease of \$30,316.00 from March 2014, which is due to incentives offered as well as the lower premium on the HMO HD (high deductible) plan.

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

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

- For the period of March 24, 2015 to May 26, 2015 there were 25 FOIA Requests received and 93 various Licenses and Permits issued.
- Staff is processing Liquor License Renewals with June 30, 2015 expiration date.
- The City is no longer the Raffle Licensing Agent for Vermilion County. Raffle Licenses will now be processed through the Vermilion County Board office due to language in the Poker Run Act as they will issue both raffle licenses and poker licenses.

#8 FIRE – Larry Thomason, Public Safety Director

The Monthly Incident Report for April 21, 2015, through May 19, 2015, was presented, stating total incidents were 199, total estimated loss in fires were \$124,471.00. During this period there were 6 building fires, 6 cooking fires, 1 trash or rubbish fire, contained, 1 passenger vehicle fire, 5 brush or brush and grass mixture fires, 1 outside rubbish fire (other), 3 outside rubbish, trash or waste fires, 2 dumpster or other outside trash receptacle fires, and 51% of the calls were related to Rescue & Emergency Medical Service Incidents. Alderman Davis voiced appreciation to Director Thomason for attending a Ward 3 meeting and gave a great presentation regarding neighborhood watch programs.

#9 HUMAN RELATIONS – Sandra Houston, Administrator

- In Administrator Houston's absence, Mayor Eisenhower presented the Status Report of Complaints for period April 21, 2015, through May 18, 2015, that stated the office handled 34 complaints, which consisted of a total of 17 Police, 12 Employment, and 5 Housing complaints.
- Recruitment efforts for Probationary Police Officers and Probationary Firefighters are still underway.
- 22<sup>nd</sup> Annual Community Day will be held Sunday, July 12, 2015 at Lincoln Park from 2:30 p.m. to 5:00 p.m.
- Alderman Davis asked for an update on minority recruitment. Administrator Westphal stated he has only received two applications, but stated recruitment efforts have taken place at Danville Area Community College on four different dates, plans are being finalized to solicit help from area ministers, and a news release has been sent to minority radio station as well as newspapers. Alderman Brown asked if recruitment has been done outside of the community and Administrator Westphal stated "not really as a group", but advertising has been done outside of the area. Alderman Brown asked if a comparison study has been done to compare the number of African Americans in the community to the number of active African American Police Officers and Firefighters. Mayor Eisenhower responded there have been comparison studies done and that is why there have been recruitment efforts this year and right now African Americans make up somewhere between 18%-20% of the community and the City currently has one African American police officer and one African American black firefighter which is not close to 20%. Mayor Eisenhower stated the City has also recognized there is a growing Hispanic population and the City currently have no true Hispanics on the police force. One of the reasons why we have not done a significant amount of group work outside of the area is because we are not unique for the need for black officers and we find ourselves competing with other departments in the country and we find that people who come from outside an area to serve are doing it as a stepping stone and so they don't stay long and are not invested in the community. Alderman Brown asked if there is diversity training in the Police and Fire Divisions and Director Thomason stated all young officers receive cultural diversity training through 480 hours of training at the Police Training Institute. Continuing education in cultural diverse issues is constantly addressed through mobile team advisory group. Alderman Brown asked if she could have a copy of the eligibility requirements for the probationary police officers and probationary firefighters and Administrator Westphal stated he will get that to her.

#10 INFORMATION TECHNOLOGY – Agnel DSilva, Administrator

#10-A) Chairman Nichols presented a resolution authorizing the purchase of COMODO Endpoint Security Software Manager and Anti-Spam Gateway Software, for a three year agreement, in the amount of \$13,005.00. Alderman Hoskins moved to dispense with the reading and asked for approval, seconded by Alderman Stone. Administer DSilva stated more and more City computers have received viruses with the current anti-virus protection and in order to be fully compliant with the National Institute of Standards Technology the City's anti-virus/threat protection needs to be updated. Administrator DSilva received three quotations and the lowest quote was received from COMODO, Inc. Alderman Hoskins asked what funding will be used and Comptroller Lewis stated the funding will come from the Capital Improvement Fund-Computer budget. Alderman Pickering questioned the amount currently paid for anti-virus software and Administrator DSilva stated the City previously had Webroot software, but the contract expired and it was \$2,500.00 per year for anti-virus only which does not cover threats by e-mail and web browsing. Mayor Eisenhower stated the protection COMODO software provides, the City does not currently have a source providing the same security. There being no further discussion or questions, the roll call vote being:

Ayes: Aldermen Davis, Stone, Brown, Hoskins, Nichols

Nays: None

Absent: Aldermen Foster and McMahon

Motion carried 5 to 0 with 2 absent.

#10-B) Chairman Nichols presented a resolution authorizing a Two Year Agreement with AT&T for 36 to 40 POTS Lines, in the amount of \$28.00 each per month. The POTS lines are needed for pump stations, building and fire alarm systems and traffic lights. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman Hoskins. There being no further discussion or questions, the roll call vote being:

Ayes: Aldermen Stone, Brown, Hoskins, Davis, Nichols

Nays: None

Absent: Aldermen Foster and McMahon

Motion carried 5 to 0 with 2 absent.

#10-C) Items of Information - None

#11 LEGAL – Dave Wesner, Corporation Counsel

In the absence of Corporation Counsel Wesner, Mayor Eisenhower stated ads were placed for the position of Assistant Corporation Counsel. Mr. Wesner has taken on all courtroom activities including cases filed with the Vermilion County Circuit Clerk and those filed through the municipal adjudication process. Negotiations were just finished with one contract and ongoing with three other contracts.

#12 POLICE – Larry Thomason, Public Safety Director

#12-A) Chairman Nichols presented a resolution authorizing Submission of Application for 2015 JAG Grant (Edward Byrne Memorial Justice Assistance) in the amount of \$26,960.00, to be used jointly with Vermilion County, with the City's portion being \$15,098.00 to be used to purchase Tazers for the Police Division. Alderman Hoskins moved to dispense with the reading and asked for approval, seconded by Alderman Stone. Comptroller Lewis stated the grants are decreasing slightly each year. There being no further discussion or questions, the roll call vote being:

Ayes: Aldermen Brown, Hoskins, Davis, Stone, Nichols

Nays: None

Absent: Aldermen Foster and McMahon

Motion carried 5 to 0 with 2 absent.

#12-B) Items of Information

- The Monthly Calls for Service Report for April 24, 2015, through May 21, 2015, was presented stating 3,277 total Calls for Service by Grid, with arrests of 236 adults and 42 juveniles. The largest category within the offenses was Domestic Battery, Tows/ID, Equipment, Insurance, Theft followed by Criminal Damage/Property, and Domestic Battery. There were 284 Traffic Citations by Offense issued with the



majority of those issued for operating uninsured motor vehicles and there were 930 actual reported offenses with activity that went to the States Attorney's office for referral.

- Director Thomason announced Jeane Moody, Staff Services Secretary, will be retiring May 29 after 22 years of service. She has done a wonderful job and will be sorely missed.

**#13 URBAN SERVICES** - David Schnelle, Director

#13-A) Chairman Nichols presented a resolution amending the CDBG (Community Development Block Grant) Annual Action Plan for Program Year 2013. Alderman Hoskins moved to dispense with the reading and asked for approval, seconded by Alderman Brown. There being no discussion or questions, the roll call vote being:

Ayes: Aldermen Hoskins, Davis, Stone, Brown, Nichols

Nays: None

Absent: Aldermen Foster and McMahon

Motion carried 5 to 0 with 2 absent.

#13-B) Chairman Nichols presented a resolution amending the CDBG (Community Development Block Grant) Annual Action Plan for Program Year 2014. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman Hoskins. To address Alderman Davis' concern with the Vermilion Heights project, Director Schnelle stated there was a neighborhood group from the May, Maple, and Pries Streets area that came to the City Council in 2013 concerned about sidewalks and pedestrian accommodations and through a combination of efforts with the Watchfire expansion and Automation International expansion we put in a new sidewalk on Maple Street from Bowman Avenue all the way back to Bahls Street and that was with City funds through an economic development project that we piggybacked on so that we tried to make the project more robust to also accommodate the neighborhood. This is similar to what is being done in Vermilion Heights.

There being no further discussion or questions, the roll call vote being:

Ayes: Aldermen Davis, Stone, Brown, Hoskins, Nichols

Nays: None

Absent: Aldermen Foster and McMahon

Motion carried 5 to 0 with 2 absent.

**#13-C) Items of Information**

**#13-C-1) Brownfield Assessment Report**

Manager Milliken passed out an information packet titled "Brownfields Assessment Final Report" and highlighted the following:

- In 2011, the United States Environmental Protection Agency (USEPA) awarded the City a \$400,000.00 Community Wide Brownfield Assessment Grant to assess petroleum and hazardous substance contamination.
- The City held a total of eight community meetings to solicit public input on the Brownfields program
- An inventory was put together including gas stations, dry cleaners, and other areas with the focus on the downtown area.
- Twelve Phase I Environmental Site Assessments (ESA's) were completed; six Phase II ESA's which include soil and groundwater assessments; two sites enrolled in Illinois' Site Remediation Program.
- One site received an Illinois EPA No Further Remediation Letter.
- Reuse plans facilitated and completed for three sites.
- One Brownfields property redeveloped into a law office.
- The 2011 grant was closed out and in December 2014, the City applied for additional \$400,000.00 in USEPA Assessment Grant funds.
- Opportunities involving Brownfields on and adjacent to the East Main Street Corridor.

Manager Milliken thanked the past and present City Council for the opportunities with the Brownfields Grant. Alderman Hoskins questioned the time frame on the new grant and Manager Milliken responded the City should hear back any day and if the three year grant is received agreements and plans would have to be in place by September 1.

**#13-C) Other Items of Information**

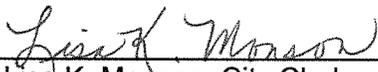
- Chairman Nichols requested an update on the open job positions in Urban Services. Manager Milliken stated applications have been received and there are a couple of good candidates.
- Manager Milliken stated Urban Services employees Ross Hilleary and Liila Bagby have been working with the Danville High School (DHS) AP Geography class on the DHS Campus master plan to see what students would like to see in their campus. The final class presentation was given today to members of the community and it was very positive.
- Manager Milliken reported the City has received the Building Blocks for Sustainable Communities Program technical assistance grant through the USEPA and there will be an Infill Development Workshop on June 18 and 19 to learn more about infill and to share ideas. More information regarding the workshops will be forthcoming.
- Mayor Eisenhauer stated the DHS students did a fantastic job on their presentation today and complimented Director Schnelle, Manager Milliken, and all Engineering & Urban Services staff for an excellent job with many of their projects involving DHS students.

#14 CLOSED SESSION was not needed.

#15 COMMITTEE MEMBERS' COMMENTS - None

#16 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned by Chairman Nichols at 7:20 p.m. following a motion by Alderman Stone and a second by Alderman Hoskins.

  
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Lisa K. Monson, City Clerk

Approved: 06/23/15  
Posted Publicly: 06/24/15