

PUBLIC SERVICES COMMITTEE
MINUTES OF AUGUST 23, 2016

#1 CALL TO ORDER

Chairman Nichols called the Public Services Committee meeting to order at 6:00 p.m. at the Robert E. Jones Municipal Building, 17 W. Main St., Danville, Illinois.

Roll Call was answered by Chairman Steve Nichols, Vice Chairman Steve Foster, Aldermen Brenda Brown, Dan Duncheon, Sharon McMahon and Tom Stone. Alderman R.J. Davis was absent. A quorum was present. Alderman Davis arrived at 6:05 p.m.

Others Present were Mayor Scott Eisenhauer, Aldermen Sharon Pickering and Lloyd Randle, City Clerk Lisa Monson, City Comptroller Gayle Lewis, Assistant Corporation Counsel Bethany Nystrom, Human Relations Administrator Sandra Finch, Human Resources Administrator Bill Westphal, Information Technology Administrator Agnel DSilva, Risk Manager Kathy Courson, 9 audience members and 3 news media.

#2 APPROVAL OF MINUTES

Chairman Nichols presented the Minutes of the regular meeting of July 27, 2016. Alderman Brown moved to dispense with the readings and asked for approval as presented, seconded by Alderman McMahon. 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 Stone moved for approval as presented, seconded by Alderman Brown. On the voice vote, all ayes, no nays; the motion so ordered.

#4 AUDIENCE COMMENTS

- Vince Koers of Danville voiced support of the demolition program.
- Cyril Ostiguy of Danville spoke regarding purchase of real property, item 13-A and asked if any of the properties are going to the land bank, are there any plans for the Harwal Hotel, and should there be concern of the City's liability on the 95 vacant properties.

#5 CHAIRMAN'S COMMENTS - None

#6 APPROVAL OF PAYROLLS

Chairman Nichols presented Payrolls for August 19, 2016 of \$563,978.89. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman McMahon. There being no questions, the roll call vote being:

Ayes: Aldermen Stone, Foster, Brown, Duncheon, McMahon, Nichols

Nays: None

Absent: Alderman Davis

Motion carried 6 to 0 with 1 absent.

[Alderman Davis arrived at 6:05 p.m. during presentation of the next item and took his seat at the dais.]

#7 APPROVAL OF VOUCHERS PAYABLE

Chairman Nichols presented Schedule of Vouchers Payable for regular run, as amended, for August 23, 2016 of \$927,834.21 and special run of August 23, 2016 of \$9,841.17. Alderman Brown moved to dispense with the reading and asked for approval, seconded by Alderman Duncheon. Comptroller Lewis announced a correction on the regular run of line item 402-402-00-52022 corrected to line item 103-103-16-6352P. There being no questions, the roll call vote being:

Ayes: Aldermen Foster, Brown, Duncheon, Davis, McMahon, Stone, Nichols

Nays: None

Motion carried 7 to 0.

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

- Staff has been busy with the new business license software which went “live” on August 8th. The software has been working well and some things still need to be worked out with temporary permits.
- Reports will eventually be processed through the business analytics software.

#9..FINANCE– Gayle Lewis, Comptroller

#9-A) ITEMS OF INFORMATION

#9-A-1) HUMAN RESOURCES MONTHLY REPORT – Bill Westphal, Human Resources Administrator
Administrator Westphal presented the Personnel Report as of August 23, 2016, stating 241 fulltime and 51 part-time/seasonal employees, with one new hire, three separations, and one transfer. Applications are being accepted for Accountant/Auditor, Engineer, Laborer, Finance Secretary/Accounts Clerk, and Extra Board Bus Drivers are on-going. The Planner I position has been filled by the current Planning Technician Ross Hilleary and will be effective August 31st. The Senior Planner position has been filled by Tyson Terhune. He will begin employment on September 6th. Alderman Davis inquired about the hiring of minorities in the Police Division and Administrator Westphal responded the application process for probationary police officers will start in January, 2017 and end in July, 2017 when the testing process will begin.

#9-A-2) RISK MANAGER MONTHLY REPORT – Kathy Courson, Risk Manager

July 2016 Statistics were presented stating Blue Cross/Blue Shield and Health Alliance Insurance Premiums for employees totaled \$315,567.00, for retirees \$41,417.80, for COBRA Participants \$1370.00, and for Library employees \$13,512.00; July claims for Worker's Compensation totaled five, and there were eight Liability claims submitted. The total cost of health premiums in July 2016 totaled \$371,866.80 with the total cost of health premiums for July 2015 totaling \$384,752.60.

#9-A-3) ADDITIONAL ITEMS OF INFORMATION

- Comptroller Lewis reported payroll has not gone “live” on the new financial software due to glitches. She is hoping to go “live” with payroll in September. Administrator DSilva has been very helpful in getting the data conversion to the New World System team. The Finance Division has also been working with the business analytics reporting software.
- The Finance Secretary/Accounts Clerk position is open as well as the Accountant/Auditor position and the Delinquent Accounts Clerk has been off on FMLA leave for over 12 weeks.
- Budget Amendments will be coming after the Council receives budgets.

#10..FIRE- Larry Thomason, Public Safety Director

#10-A) In Director Thomason's absence, Mayor Eisenhower stated a monthly report was e-mailed to him, but his computer system crashed so he could not print the report. He reported work has continued with 911 Communications Director Linton regarding operations with the two new ambulance providers. There is only one ambulance provider operating at this time. The other ambulance service provider has submitted a license application. Director Linton has come up with a favorable way in which to divide up the City so that both can function and both will alternate on a monthly basis. We have also looked at whether any additional channels are needed on the system. There is a frequency issue that we are working through because at this point the control board is not able to handle two frequencies, but rather one and so we believe both ambulance services are going to operate on the same frequencies which will help immensely in the communication between the two units.

#11..HUMAN RELATIONS – Sandra Finch, Administrator

Administrator Finch reported that for the period of July 19, 2016, through August 15, 2016 the office handled 43 complaints, which consisted of 16 police complaints, 21 employment complaints, 2 City employee complaints, 3 housing complaints, and one public accommodation complaint.

#12.. INFORMATION TECHNOLOGY – Agnel DSilva, Administrator

- Administrator DSilva reported he has been helping the Finance Division and the City Clerk's office with the software conversion.
- Research has taken place on the Police Division body cameras and Panasonic Toughbook laptops.
- Also, research has taken place on the Virtual Desktop Technology which will add more security and save on maintenance.

#13. LEGAL – Dave Wesner, Corporation Counsel

#13-A) Chairman Nichols presented an ordinance waiving the requirements of Section 30.07(A) of the Code and authorizing the Purchase of Real Property from Vermilion County Trustee for rights-of-way, future improvements, additions to public parks and facilities, and to demolish blighted properties, for a total purchase price of \$60,705.00 for 95 properties, with funds of \$35,705.00 to be paid from Infrastructure Development Fund-Economic Development Program Budget and \$25,000.00 to be paid from General City Government Fund-Real Estate Purchase Budget. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman McMahan. Assistant Corporation Counsel Nystrom explained the properties are properties that the Vermilion County Trustee will be acquiring within the next week or two via tax deed. These are properties that were sold for delinquent taxes. The trustee has not yet acquired these but they do have an order for the tax deed that was issued the end of July and by law they have to wait thirty days before they can get those tax deeds. Mayor Eisenhauer responded to audience member Mr. Ostiguy's question regarding whether any of the properties are going to the land bank. Once the City receives the 95 properties and has the ability to go through and analyze whether or not there is any rehabilitation ability for any of these properties, then we will share that with the board of the land bank. We would love to be able to donate a property or two that has the ability to be rehabbed to the land bank so they could go about the business of flipping that property and then generating some income off of that property. We are not in a position to do any of that type of renovation or rehabilitation to "flip" properties so if there are any they will be donated to the land bank. Regarding the question of the Harwal Hotel, there are liability concerns so it has been a number of years since we have had staff in the structure. We have not been inside it to see what years of freeze and thaw cycles have done. There is no decision at this time on what we will or will not do with the Harwal, but when the property is in the hands of the City, a decision can be made in regards to its future use. The last question from Mr. Ostiguy was regarding the City's liability. Once we take property we are very quick to board them up and try to eliminate access to the property. This year is the most properties the City has purchased, a sign of the times where people are walking away from property which is a sad and scary trend. Mayor Eisenhauer stated it is to the City's benefit to own the properties as it is more negative if someone takes them over and does not maintain the property. After discussion and questions were addressed, the roll call vote being:

Ayes: Aldermen Brown, Duncheon, Davis, McMahan, Stone, Foster, Nichols

Nays: None

Motion carried 7 to 0.

#13-B) Items of Information - None

#14 POLICE - Larry Thomason, Public Safety Director

#14-A) In Director Thomason's absence, Mayor Eisenhauer stated the monthly report will be distributed at a later time.

#14-A-1) Items of Information

- The Bravest vs. Finest Charity Softball Event will be held Saturday, August 27th at the Danville Stadium. There is a procession leaving from the VA with VETSports Warriors. The opening ceremonies begin at 5:00 p.m. at Danville Stadium followed by three games with the Danville Police Department versus the Danville Fire Department.
- Mayor Eisenhauer voiced appreciation to the Danville Police Officers who participated in the Peace Marches held recently throughout the City.
- Mayor Eisenhauer announced arrests have been made on the latest fatal incident which occurred in the Fair Oaks area and stated the Police did an excellent job in working the case.

#15 URBAN SERVICES – David Schnelle, Director

#15-A) Items of Information

In Director Schnelle's absence, Mayor Eisenhauer stated code enforcement is a big issue right now as there are quite a number of cases. The one area Urban Services will be talking with Legal about is the number of cases we are getting in code enforcement which has forced us to start pushing those dates out much further than what we would like so we would like to discuss ways to streamline the process to get people into court quicker in hopes we can get compliance quicker on some of these code enforcement issues. As was previously mentioned during Human Resources Administrator Bill Westphal's report we have two positions that are being filled by new people. The Senior Planner position has been filled by a long time planner and economic developer who came from the Village of Lena particularly in downtown development but also in economic and community development. Also, Mr. Hilleary has proved himself in the position of Planning Technician and was very impressive in his interview in the Planner I position. The Planning Technician position is now open.

#16 DEMOLITION PROGRAM PRESENTATION

Mayor Eisenhauer presented a PowerPoint presentation that addressed the demolition program, capital equipment, and stormwater management as follows:

Dilapidated structures highlights: Structural Survey conducted city-wide; the Neighborhood Association wish list increases; property values zeroed out, and increased risk to public safety such as fires, illegal activity, and squatters. According to the city-wide Housing Structural Survey conducted in 2014-2015 there were 4,177 structures in the "good" category, 3,443 in the "fair" category, 1,221 structures in the "poor" category, and 315 structures in the "very poor" category (need to be demolished). Since 2009, the City has demolished 252 structures, an average of 31.5 per year funded by bond, CDBG (Community Development Block Grant), and Community Redevelopment. With 351 structures needing demolished, plus purchasing 95 more structures off this list, it would take over 15 years to complete this list of demos only if the City had similar funding. A funding source needs to be identified for demolitions.

Capital Equipment highlights: In 2002 the City enacted an ordinance creating the Telecommunications Tax of which 65% funded the capital equipment purchases and 35% funded community redevelopment. In 2004 the Telecommunications Tax revenue totaled \$1,317,234.00 and due to the decrease in telephone land lines the revenue total decreased to \$946,000.00 in 2016. The total amount of all capital equipment items for Fiscal Year 2017-2018 totals \$1,712,972.00.

Stormwater Management highlights: Plan has been completed and approved and work has begun on the Koehn Creek Project. Design work has not begun on Townway, Lakeshores, and Rivercrest area. A revenue source needs to be adopted to fully fund Stormwater Master Plan to complete list of projects and establish a maintenance fund.

Mayor Eisenhauer stated all options need to be considered for funding a demolition program, capital equipment purchasing program, and stormwater management program through bonding or annual revenue. The Administration will make recommendation to Public Works Committee on September 13th for approval and City Council will vote on recommendation September 20th. Questions and comments by the Aldermen were addressed regarding possible funding sources including utility tax, bonding, possible grant funding, and possible rehabilitation program. Alderman Duncheon stated the demolitions have to happen.

#17 CLOSED SESSION was not needed.

#18 COMMITTEE MEMBERS' COMMENTS

Alderman Davis reminded everyone to attend the Bravest vs. Finest softball event on Saturday, August 27, 2016 at the Danville Stadium with the proceeds going to the Vermilion County Animal Shelter Foundation.

#19 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned by Chairman Nichols at 7:45 p.m. following a motion by Alderman Brown and a second by Alderman McMahon.



Lisa K. Monson, City Clerk

Approved: 09/27/16

Posted Publicly: 09/28/16

Public Services Committee