

PUBLIC WORKS COMMITTEE
MINUTES OF NOVEMBER 8, 2011

#1 CALL TO ORDER

In the absence of Chairman Mike Puhr, Vice Chairman Bill Gilbert called the meeting of the Public Works Committee to order at 6:02 p.m.

Roll Call was answered by Vice Chairman Bill Gilbert, Aldermen Bill Black, Jon Cooper, Mike O'Kane, and Rickey Williams, Jr. Absent were Chairman Mike Puhr and Alderman Rick Strebing. A quorum was present.

Others Present included Alderman Tom Stone, City Clerk Janet Myers, City Comptroller Gayle Lewis, City Engineer David Schnelle, Downtown Services Superintendent Shelly Larson, Public Transportation Director Richard Brazda, Public Works Director Doug Ahrens, Recreation & Public Facilities Manager/ Golf Manager Brock Burton, Recreation Manager Cindy Parson, Special Services Superintendent Steve Lane, 5 audience members, and 1 news media.

#2 APPROVAL OF MINUTES

Vice Chairman B.Gilbert presented Minutes of the regular meeting of October 11, 2011. Alderman Williams moved for approval as presented, seconded by Alderman O'Kane. On the voice vote, all ayes, no nays; the motion so ordered.

#3 APPROVAL OF AGENDA

Vice Chairman B.Gilbert presented the agenda and removed Item #9-B an ordinance amending parking rules. Alderman Black moved for approval as amended, seconded by Alderman J.Cooper. On the voice vote, all ayes, no nays; the motion so ordered.

#4-A A PUBLIC HEARING to Vacate Alleyways adjacent to 502 E. Main Street for Holy Family Catholic Church was opened by Vice Chairman B.Gilbert. Mrs. Nora Ross of Park Street, whose property is immediately to the South of Holy Family School, voiced opposition to the petition as it will negatively affect her ability to access her garage and to take her solid waste toter to the front of her home. She also stated the City designated the northern portion of the North/South alleyway as a Fire Lane and if the alley is fenced, it will limit the ability for emergency personnel to access a house at the end of alley on Wolfe Court. There being no further comments for or against, Vice Chairman B.Gilbert closed the Hearing.

#4 AUDIENCE COMMENTS

Jan Ostiguy of Orchard Street questioned federal guidelines that prohibit the sale of buses before 2020 and what grants are not being received that require a line of credit, and voiced concern with spending by the City of state and federal dollars when neither have money to pay bills. Vice Chairman B.Gilbert stated Director Brazda would address the concerns during discussion of the items.

#5 CHAIRMAN'S COMMENTS

Vice Chairman B.Gilbert announced that Chairman Puhr was in Springfield working on legislation on behalf of his former employer.

#6 PAYROLL

Vice Chairman B.Gilbert presented Payroll for November 4, 2011, of \$490,585.81. Alderman J.Cooper moved to dispense with the reading and asked for approval, seconded by Alderman O'Kane. There being no questions, the roll call vote being:

Ayes: Aldermen Black, J.Cooper, O'Kane, Williams, B.Gilbert

Nays: None

Absent: Aldermen Puhr, Strebing
Motion carried 5 to 0 with 2 absent.

#7 VOUCHERS PAYABLE

Vice Chairman B.Gilbert presented the Schedule of Vouchers Payable for November 8, 2011, of \$116,970.30 and Special Run of November 2, 2011, of \$402,363.03. Alderman J.Cooper moved to dispense with the reading and asked for approval, seconded by Alderman O'Kane. There being no questions, the roll call vote being:

Ayes: Aldermen J.Cooper, O'Kane, B.Gilbert

Nays: Aldermen Williams, Black

Absent: Aldermen Strebing, Puhr

Motion carried 3 to 2 with 2 absent.

#8 PUBLIC TRANSPORTATION – Dick Brazda, Director

A) Vice Chairman B.Gilbert presented a resolution awarding Bid #461 for ADA Paratransit Service to sole bidder CRIS Senior Services, Inc., including a Lease Agreement for use of Bus #12, for a one year period beginning January 1, 2012, with two optional years. Alderman Black moved for approval, seconded by Alderman J.Cooper. Director Brazda stated paratransit service is needed to accommodate those with physical disabilities who are not able to ride the regular buses. CRIS has been the supplier for many years and is usually the only bidder. The new agreement provides for a 3% increase from this year. Alderman Black stated the increase is reasonable and voiced support of the need and for the excellent reputation of CRIS. There being no further questions or discussion, the roll call vote being:

Ayes: Aldermen O'Kane, Williams, Black, J.Cooper, B.Gilbert

Nays: None

Absent: Aldermen Strebing, Puhr

Motion carried 5 to 0 with 2 absent.

B) Vice Chairman B.Gilbert presented a resolution authorizing repairs to the engine on Bus #820 by Cummins Crosspoint, Inc., for \$24,321.32. Alderman J.Cooper moved for approval, seconded by Alderman O'Kane. Director Brazda stated this bus was built in 2008 and purchased with federal grant dollars that comes with certain regulations, one being that they be operated at least 8, 10, or 12 years depending on classification, in order to prohibit the resale and keeping of proceeds. This bus, being required to operate until 2020, has had some unusually early major failures and, since the warranty has since passed, the dealer has agreed to pay half the cost of some of the parts that are needed, so the actual amount paid will be less. Director Brazda also mentioned that 2008 was the year several upgrades were made due to E.P.A. requirements that could have contributed to some of the issues experienced. The cost of a refurbished or new engine ranges from \$50,000.00 to \$60,000.00. Cummins will replace between 75-80 parts in this engine that is expected to last between 200,000-300,000 miles. There being no further questions or discussion, the roll call vote being:

Ayes: Aldermen Williams, Black, J.Cooper, O'Kane, B.Gilbert

Nays: None

Absent: Aldermen Strebing, Puhr

Motion carried 5 to 0 with 2 absent.

C) Vice Chairman B.Gilbert presented a resolution authorizing a \$300,000.00 Line of Credit from a local bank with the lowest fixed annual interest rate in order to fund expenditures of Danville Mass Transit until state and federal grant funding is received. Alderman J.Cooper moved for approval, seconded by Alderman O'Kane. Director Brazda stated that a Line of Credit was important through 2003-2004, during the time that Federal Transit funds were funneled through the State and paid after expenses were turned in for the quarter and after reviewed by the State, causing the delay. Once Danville became an Urbanized Area, Federal Transit funds come directly to the City upon requisition and paid within a few days. Also, the State's Downstate Operating Assistance Grant funding can be requested in advance and

reconciliation done at the end of the fiscal year, and at one time, was paid quickly. However, those payments are now being delayed due to the State's budget issues and, since the budget was passed at the end of the fiscal year, a contract for these funds was not issued until after the new fiscal year had begun. Danville Mass Transit has a fiscal year of July 1 to June 30 and the delays in getting a contract to present to Council for approval, in being able to start requisitioning funds earlier, and in receiving the funding creates cash flow issues at this point in the fiscal year. To address Alderman Williams' suggestion of borrowing from other City funds, Comptroller Lewis stated Working Cash Fund has approximately \$209,000.00 and could be used; however, those funds also cover other grant funds, such as CDBG and DATS, whenever expenditures precede receipt of the grant funds. She recommended the Line of Credit be in place in case funds are needed and that only the amount needed would be drawn. Funds could also be taken from the General Fund; however, Comptroller Lewis stated that the next few months are heavy on expenditures, such as General Liability, Public Safety Building Lease, and three big pays in December. Alderman Black suggested additional action by Council to approve drawing down on the funds as he feels the Council needs to be more involved with decisions; however, after additional discussion, he agreed to stay with the current procedure of the Comptroller reporting to the Council when funds are drawn. There being no further questions or discussion, the roll call vote being:

Ayes: Aldermen Williams, Black, J.Cooper, O'Kane, B.Gilbert

Nays: None

Absent: Aldermen Strebing, Puhr

Motion carried 5 to 0 with 2 absent.

D) Items of Information

- Monthly Recap Report for October 2011, including the Summary and Graph of Ridership by Month, a Table of Ridership by Route, Summaries of Total Revenue, Farebox and Ticket Revenue and Total Revenues for FY 2012, and a Summary of ADA Rides provided by CRIS were presented. Director Brazda stated that ridership was up over 9% from October 2010 and up 8% overall from last year.
- Due to temporary closure of Lynch Road for railroad crossing improvement, the Lynch Route has been rerouted temporarily, missing a portion of Lynch Road.

#9 PUBLIC WORKS – Doug Ahrens, Director

A) Vice Chairman B.Gilbert presented a resolution authorizing an Intergovernmental Agreement with Vermilion County for 230 Leased Parking Spaces at \$14.00 each for a five-year period beginning November 2011 through October 2016. Alderman J.Cooper moved for approval, seconded by Alderman O'Kane. Director Ahrens stated discussion with the County has been ongoing for several months. A survey conducted about two years ago of merchants and property owners of the downtown area concluded that the desire was to have enforcement less restrictive on customers and those visiting for other reasons and to open up spaces that at times were taken by employees of downtown businesses. All other agreements for leased parking will have similar language as is being proposed for the County. The City will commit to video surveillance of the parking garage at a cost of \$10,000.00-\$20,000.00, which will be paid out of lease revenues. To address concerns of employees visiting downtown on days when not working as well as spouses of employees parking downtown, Director Ahrens stated an appeal can be made to the Appeals Committee for review and consideration. He also stated that those visiting the Court House for various court hearings are allowed to park in any public parking area. There being no further questions or discussion, the roll call vote being:

Ayes: Aldermen Black, J.Cooper, O'Kane, Williams, B.Gilbert

Nays: None

Absent: Aldermen Strebing, Puhr

Motion carried 5 to 0 with 2 absent.

B) Item removed previously.

C) Vice Chairman B.Gilbert presented a resolution establishing 2012 Golf Fees at Harrison Park Golf

Course to be the same as 2011. Alderman J.Cooper moved for approval, seconded by Alderman O'Kane. Director Ahrens stated the intent to keep the fees the same as last year due to the economy and that the Season Pass Sale will begin Thanksgiving weekend and extend into early December. Alderman Black voiced concern that comparables of area courses were not presented in order to make a determination as he feels a public golf course should be self-supporting and breakeven. Director Ahrens stated that the City's fees are generally at or above most area courses but most operate in a different fashion with some offering other amenities that the City does not or cannot offer. Alderman Williams agrees that the course should be self-sustaining and made reference to the Harrison Park Golf Course proposed 2012 fiscal year budget, as distributed to Committee members, by questioning a \$32,000.00 transfer from the Reserve and if it includes transfers from General Fund for FICA and IMRF. Director Ahrens clarified that the transfer of \$32,000.00 is going into, not from, the Reserve and stated that two to three years ago, IMRF and FICA expenses for Harrison Park employees were switched from coming out of property taxes to now coming out of the Harrison Park Enterprise Fund. With the exception of the 1% Hotel/Motel Tax used for infrastructure and capital improvements, all revenues for Harrison Park comes from those who utilize the golf course. He stated that Harrison Park is about \$30,000.00 behind projection this year based upon the summer experienced and the uncertainty of management of the course coming into the season. It has always been the experience that Harrison Park either broke even or put money back into the Reserve. To address a question about selling golf carts to the Parks Division, Director Ahrens clarified that some type of transfer from the Enterprise Fund to General Fund is necessary to account for the switch of equipment and that the carts will be used at various community events by staff. Alderman J.Cooper voiced concern with keeping the various Adult and Family fees the same and suggested they be increased 15%-20% to be more competitive with the other public golf course in the City. Director Ahrens stated he would obtain comparables prior to the Council meeting. Aldermen Black and Williams voiced opposition to employees receiving discounted season passes and Alderman Black asked for advice from Corporation Counsel regarding the Gift Ban Act. During discussion, Alderman Williams moved to amend the fee schedule to strike City Employee fees; however, the motion failed for lack of a second. During further discussion, Alderman J.Cooper stated he could not support the fees for Adults and Family passes remaining the same without further information on comparables of other courses. Manager Burton stated the intent to provide an opportunity to play golf to those who cannot afford the offerings of other courses. Director Ahrens reiterated that Harrison Park fees are above all area courses at the present time, except for Turtle Run, and that golfers could chose to go outside the City instead. There being no further questions or discussion, the roll call vote being:
Ayes: Aldermen O'Kane, B.Gilbert
Nays: Aldermen J.Cooper, Williams, Black
Absent: Aldermen Strebing, Puhr
The motion having failed 2 to 3 with 2 absent, the item will be sent to Council with no recommendation.

Alderman J.Cooper requested a Special Public Works Committee meeting prior to Council on Tuesday, November 15, 2011, to review comparative information provided by Director Ahrens and to discuss possible amendments to the fee schedule for recommendation to Council. It being the consensus of the Committee to proceed, Vice Chairman B.Gilbert set the time of the Special Meeting at 5:45 p.m.

D) Vice Chairman B.Gilbert presented a resolution approving a Golf Management Employment Agreement with Brock Burton dba Take A Shot, LLC for term January 1, 2012, through December 31, 2014. Alderman J.Cooper moved for approval, seconded by Alderman O'Kane. Director Ahrens stated it is the recommendation to keep Brock Burton on as Golf Course Manager and to change his position title from Recreation & Public Facilities Manager to Golf & Sports Facility Manager with modified job duties. His salary would remain at \$61,800.00 split 85% to Harrison Park and 15% to Parks & Public Property Budget, his Commission would increase from 3% to 4%, and he would pay an amount equal to property taxes on that portion of the Golf Pro Shop area as part of his Lease. Some of the duties previously performed as Recreation & Public Facilities Manager has been reassigned to other staff members and Manager Burton would continue to maintain facilities at Danville Stadium and Winter Park as Golf &

Sports Facility Manager due to his expertise in agronomics with regards to turf and irrigation systems. This item being tied to Item #9-E amending the Wage Administration Chart, Alderman Williams questioned the current salary of the Golf Course Operation Foreman and that of the Golf Pro prior to Mr. Burton. Director Ahrens stated the Foreman's current salary is \$36,000.00 and the proposal is to change that title to Assistant Superintendent-HPGC and to increase the salary to \$41,500.00. When the Foreman took over some additional responsibilities with the reassignments, his workload increased, including regular maintenance scheduling, purchasing of chemicals, and assisting with daily operations of the golf course. The former Golf Pro, Mr. Toney, was an independent contractor, not a City employee, and it was projected that his compensation would have been \$80,000.00 in commissions. Prior to that, Mr. Smith, a City employee, was projected to receive a salary of \$42,000.00 in 2012 plus 10% of commissions and 9% of golf fees. Director Ahrens stated that the proposed agreement for Mr. Burton and that of Mr. Smith are about equal, at \$65,000.00 net cost to the Golf Course budget. Alderman Williams voiced objection to the pay for the two positions being proposed and for the automatic 2% increase per year for the Golf Manager. Director Ahrens clarified that all bargaining units have guaranteed raises in the contracts and that Mr. Smith's prior agreements had guaranteed annual increases. After clarification that all expenses for the Pro Shop, including salaries of employees that handle the counter, concessions, and cart staff, are paid for by Mr. Burton, Alderman J. Cooper voiced support of the agreement. Alderman Black voiced concern that advance notice was not made to the Committee about this proposal; objected to the way proposals are presented and that additional options are not presented for consideration; questioned the ability of one person being able to effectively manage the golf course, Danville Stadium, and Winter Park; questioned the amount that commissions could range; stated he would not support the resolution without further information; and questioned the ability to sell alcohol on public property. Director Ahrens stated he announced at the prior Committee meeting that a proposal to extend the Golf Manager's agreement would be forthcoming; stated that the City requested proposals earlier in the year for independent contractors, private management companies, and lease agreements, with most wanting the City to take the risk if receipts fell short, and that the City approved an agreement with Mr. Toney as an independent contractor, who subsequently left before the season began; and clarified that due to several positions having been eliminated over the last few years, those remaining now are required to manage multiple duties. He also stated that the market and weather conditions dictate the amount of commissions and, historically, those amounts match the projections. To address questions from Alderman Williams about duties, Director Ahrens stated Mr. Brock will be responsible for scheduling and coordinating of events, maintenance of the facility, and management of the grounds crew at Danville Stadium, and management of the chemicals and irrigation system at Winter Park, with Cindy Parson continuing to supervise day to day staff. After lengthy discussion, the roll call vote being:

Ayes: Aldermen O'Kane, J. Cooper, B. Gilbert

Nays: Aldermen Williams, Black

Absent: Aldermen Strebing, Puhr

Motion carried 3 to 2 with 2 absent.

E) Vice Chairman B. Gilbert presented an ordinance amending Chapter 39.07 Wage Administration Chart in order to change position classification 245.0 Golf Course Operation Foreman to Assistant Superintendent-HPGC with a salary range of \$39,524.00 to \$43,476.00 and to change position classification 181.0 Recreation & Public Facilities Manager to Golf & Sports Facility Manager with the same salary range of \$54,545.00 to \$60,000.00. Alderman J. Cooper moved for approval, seconded by Alderman O'Kane. Director Ahrens explained that due to the increase in responsibilities, it is the recommendation to rename the position and increase the salary to be reflective of the duties and consistent with similar positions. It was clarified that Mr. Nourie holds an Applicators License for spraying but not a Golf Course Superintendent's license. Alderman Williams voiced objection to a 15% increase when other employees are being asked for a wage freeze and to switching the duties once performed by Mr. Burton onto Mr. Nourie's job description. Director Ahrens stated that less than half of the overtime hours worked by Mr. Nourie were actually paid and it was clarified that the duties in question were part of

Mr. Burton's position prior to assuming all the duties of Golf Course Manager when the independent contractor left, in addition to having to create a limited liability company in order to hold the liquor license. The \$62,000.00 position of Recreation & Public Facilities Manager is being eliminated and those duties are being reassigned to various staff members, including some to remain with Mr. Burton. After discussion, the roll call vote being:

Ayes: Aldermen J.Cooper, O'Kane, B.Gilbert

Nays: Aldermen Williams, Black

Absent: Aldermen Strebing, Puhr

Motion carried 3 to 2 with 2 absent.

F) Vice Chairman B.Gilbert presented an ordinance vacating an East/West and a North/South Alleyway adjacent to 502 E. Main Street for Holy Family Catholic Church. Alderman J.Cooper moved for approval, seconded by Alderman O'Kane. Alderman Black voiced concerns regarding Mrs. Ross' objections not being addressed; stated the written recommendation of the Fire Division was unclear; and asked for more information since no one from Holy Family Parish was present to address questions or concerns. Alderman O'Kane stated a fire truck would have an issue negotiating the alleyways regardless of whether or not a portion is vacated and stated the report from Legal Division indicates no proof of there being a dedicated alley at this location. Director Ahrens also reported that many alleyways are not accessible by the Fire Division and other avenues are chosen to respond to emergencies. There being no further questions or discussion, the roll call vote being:

Ayes: None

Nays: Aldermen Williams, Black, J.Cooper, B.Gilbert

Not Voting: Alderman O'Kane

Absent: Aldermen Strebing, Puhr

The motion having failed 0 to 4 with 1 not voting and 2 absent, the item will be sent to Council with no recommendation.

G-1) H & L Landfill Update – City Engineer Schnelle stated that there was nothing to report.

G) Items of Information

City Engineer Schnelle gave an update on a road projects, being:

- Lynch Road was closed today for the approach work at CSX railway crossing, CSXT began removing the existing crossing, and the City's work will begin next week, weather permitting, with completion by Friday.
- Overlay on Jackson Street was to begin today but due to the rain in the morning and forecasted for the afternoon, work will be delayed until tomorrow.

#10 TAX LEVY DISCUSSION

In the absence of Mayor Eisenhower, who was in Springfield lobbying for approval of the Gaming Bill, Comptroller Lewis asked for any suggestions or proposals for change in the Levy presented last week. There being none, Alderman Black asked that the Vermilion County Supervisor of Assessment be invited to attend the meeting for an overview of the process of determining the Equalized Assessed Value.

#11 CLOSED SESSION was not needed.

#12 COMMITTEE MEMBERS' COMMENTS

- Alderman Black requested comparisons of past and proposed budgets for Harrison Park Golf Course Enterprise Fund, the number of rounds of golf, and number of golf events and revenues and expenses of those events.
- Alderman Black stated he received an audio recording recently and questioned the source.

#13 ADJOURNMENT

There being no further items on the agenda, the meeting was adjourned at 8:35 p.m. by acclamation after a motion by Alderman J.Cooper and a second by Alderman Williams.

Approved: 12/13/11
Posted Publicly: 12/15/11


Janet K. Myers, City Clerk