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**DATE:** Monday, June 3, 2019  
**TIME:** 6:00 P.M.  
**PLACE:** Urbana City Council Chambers, 400 S. Vine St, Urbana, IL 61801

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The City Council of the City of Urbana, Illinois, met in regular session on Monday, June 3, 2019 at 6:00pm in the Council Chambers of the Urbana City Building.

**ELECTED OFFICIALS PHYSICALLY PRESENT:** Maryalice Wu, Ward 1; Eric Jakobsson, Ward 2; Shirese Hursey, Ward 3; Dean Hazen, Ward 6; Dennis Roberts, Ward 5; Jared Miller, Ward 7; Diane Wolfe Marlin, Mayor; Charles A. Smyth, City Clerk

**ELECTED OFFICIALS PRESENT VIA TELECONFERENCE:** none

**ELECTED OFFICIALS ABSENT:** Bill Brown, Ward 4

**STAFF PRESENT:** Carol Mitten, Jim Simon, Chuck Lauss, Derek Odle, Elizabeth Hannan, Libby Horwitz, Lorrie Pearson, Todd Rent, Don Ho, Vince Gustafson, Troy Richards, Todd Rent, Lily Wilcock

**OTHERS PRESENT:** Members of the Media, Jayne DeLuce, Paris Baldarotta, Kimberly Hubbard

#### **A. CALL TO ORDER AND ROLL CALL**

The Pledge of Allegiance was recited. There being a quorum present, Mayor Marlin called the meeting of the Urbana City Council to order at 7:25 pm following a meeting of the Cunningham Town Board.

#### **B. APPROVAL OF MINUTES OF PREVIOUS MEETING**

City Council Member (CM) Shirese Hursey made a motion to approve minutes from the May 20, 2019 regular meeting. Motion seconded by CM Miller, and passed by unanimous voice vote.

#### **C. ADDITIONS TO THE AGENDA**

CM Miller moved to remove item 5 of New Business, Social Service Funding allocations, seconded by CM Wu and passed by unanimous voice vote.

#### **D. PUBLIC INPUT**

##### **1. Public Input**

Mayor Marlin reminded residents that June 4 would be the deadline to get debris from the recent tornado to the curb for pickup. She thanked the University of Illinois and the Urbana Park District for supplying additional trucks with drivers as this makes an enormous difference in getting material quickly to the Landscape Recycling Center. City Administrator Mitten stated the boundaries of the pickup area in Southeast Urbana.

##### **2. Visit Champaign County (VCC)**

Jayne DeLuce, Executive Director of VCC, provided a quick description of FY 19 highlights noting that members get Quarterly Reports via email and that the Annual Report will be sent at the end of the Fiscal Year. She highlighted efforts promoting Urbana as a destination, passed out their annual visitors guide, noted social media activities and examples of work with partners and local businesses. There was support by Christie Clinic Marathon and the wooden nickel campaign; recognizing Mike Ross of Krannert Center; Riggs Family Beer; new student orientation with the University of Illinois; promoting Uncork Urbana and the Strawberry Jam at Meadowbrook Park; Anita Purves 40th anniversary; and Jettie Rhodes Day. She thanked the city for support. Questions and discussion

followed.

Ms. DeLuce explained the Destination Management Action plan with respect to increasing local partner revenues noting that the city has budgeted support the same as last year. Ms. DeLuce indicated that private partners and some other governments have increased support. CM Roberts noted that the city is considering a historic district in conjunction with the Joseph Royer district. Ms. DeLuce indicated that the state tourism group would be talking about the legalization of marijuana.

### **3. Urbana Business Association (UBA)**

Paris Baldarotta, Executive Director of UBA, provided a description of the UBA and noted that as of January 2019, the board downsized to 9 members making meetings more efficient and effective. She provided a list of current activities and membership and reviewed their efforts via newsletter; social media promotions, press releases for members, and sponsorship. She listed their involvement in major events: Market in the Square (which will soon have SNAP benefits), Uncorked Urbana, the Sweetcorn Festival, Downtown Get Down, the shortest St. Patrick's Day parade, the CU Folk and Roots, and Boneyard Arts Festival. She stated that this fall, after Sweetcorn, they will go through a rebranding as a promotional and marketing organization with a January 2020 planned rollout.

### **4. Budget Presentations**

Mayor Marlin asked that all questions be held for the end of presentations.

#### **a. Vehicle and Equipment Replacement Fund (VERF) Plan and Revisions to Financial Policies**

Don Ho, Financial Analyst reviewed the staff memo. He noted the FY 16 evaluation of VERF showing a \$2.7M shortfall and additional money will be needed from the General Fund over time. For FY 19 City Council discussed and approved a leasing program as an alternative. He explained current practice but that analysis found that it is more cost effective to purchase vehicles rather than leasing while issuing debt to avoid deficits in the fund. Mr. Ho reviewed the proposed changes to VERF that would reduce the annual charges and when to use long-term borrowing. He provided graphics showing total spending and fund balances with and without borrowing through year 2039 as well as indicating the impact on the general fund where transfer amounts will not decrease significantly, but provide for more flexibility. To achieve this change, City Financial Policies will need to be revised: to allow for funding level at 70% and for the use of debt for capital assets when the fund drops below 10% of the value of the assets in the fund.

#### **b. Staffing Changes – Reductions and Changes in Organization Chart**

Todd Rent, HR Director and Carol Mitten, City Administrator presented the staff memo. Mr. Rent noted that the city is committed to a work place that is positive, productive, respectful and inclusive and that the difficult adjustments reflect this commitment. He noted that staffing is major driver of recurring budget costs, elimination of structural deficit requires changes and that 71% of General Fund expenditures are wages, benefits, and pensions. With Voluntary Separation Incentive Payments (VSIP) and the closure of the Urbana Civic Center, staff was reduced by 4.7 Full Time Employees (FTE) and a vacancy review committee was created. For FY2020, there was an inventory of external services, internal support services, and a second round of VSIP was conducted and identified 5.25 FTE reductions for FY20 totaling 9.95 FTEs for FY18-20.

Management plans to implement three measures: a Public Works Reorganization, a Classification and Compensation Study, and Organization Development. Administrator Mitten reviewed the Public Works reorganization reducing the number of management positions with a Director, three division heads, and six supervisors. Several new positions are being created, Assistant Director of Operations (Vince Gustafson), Sustainability and Resiliency Officer (Scott Tess), and an administrative services coordinator. She noted that this will empower supervisors and provide more flexibility, staff ownership, and allow for cross-functional training. Mr. Tess will now will have some business Landscaping and Recycling Center (LRC) management and oversee resiliency for emergency response and continuity of operations.

Mr. Rent described the Classification and Compensation study for non-bargaining positions noting that the city's current system is based on longer tenure with emphasis on later stages of employee career. This is no longer the general pattern of employment, so fine tuning may be needed to be competitive. He added that the Organizational Development Initiative has the goal of cultivating the work environment and developing leadership so that the city has a more competitive, highly engaged, and productive workforce.

### **c. Facilities Condition Assessment**

Vince Gustafson, Deputy Director of Operations, provided the background on the Request for Proposals (RFP) for Facilities Master Plan Services reviewing the purpose and deliverables as a road map for future facilities with a three phase approach: assessment, space needs, programming, and master planning. He reviewed the process by which Cannon Design was selected as the vendor having reviewed seven RFPs noting nearly unanimous consensus due to clarity, specificity to prolonging asset life, and in house work as a team with people orientation.

Mr. Gustafson described the steps involved in the initial assessment, whereby he identified and exported data to CannonDesign, and led them on tours of all of facilities and equipment looking at components, systems, and the facility as a whole. Based on their work, they assigned priorities to systems from 0 to 4, where 0 is outside scope of 10 years leading to replacement and condition, resulting in a Facility Condition Index (FCI). This lead to a five level recommendation from good to divest. He noted that on average city facilities are in poor condition, that over the next five years, the city has \$5M in direct costs and over ten years, \$8.2M in maintenance. The costs include direct costs of labor, demolition, and materials with no land acquisition or architectural costs.

Mr. Gustafson then presented FCI by building. The Civic Center received a divest level scoring noting failures and immediate needs. Other facilities were ranked in order from one to seven for the facilities in most need. He noted a need for master planning before proceeding with some work using Fire Station 3 as an example. For addressing needs he proposed a proactive planning and data-driven strategic approach, reviewing seven methods ranging from an urgency approach to hybrid approach. He recommends a hybrid approach by proceeding with Phase II and III of facilities planning next fiscal year with the urgency approach addressing all priority one required life safety deficiencies. This results in specific budget allocations of \$50K in each of FY19 and FY20 budgets as well investing in energy consumption reductions.

### **d. Capital Improvement Plan Presentation**

Brad Bennett and Craig Shonkwiler, Assistant City Engineers, Carol Mitten, City Administrator and Interim Public Works Director, and Vince Gustafson discussed the proposed Capital Improvement Plan (CIP). Administrator Mitten reminded the public that the CIP is a funding program. She noted the value of major city assets with replacement values at \$1.2B in total value but that only 1% of value, \$8.8M (FY20), is invested annually.

Mr. Bennett provided summary statistics for the Sewer Collection Systems with amounts budgeted for FY20 as \$844K for Sanitary Sewers and \$1.07M for Storm Sewers. He noted that CMT will be doing a Stormwater Master Plan to be completed in FY20. He noted the prioritization of Sewer Repair ranging from collapses and sinkholes to working on televised sections identified as needing work. He used ribbed concrete pipe as an example of reactive and proactive repairs. \$500K is budged for cured in place pipe lining (CIPP) work in FY20.

Mr. Bennett discussed FY20 plans for the city's 180 miles of sidewalks. The budgeted \$200K does not include other transportation projects. The ordered priorities includes ADA Accommodation curb ramp repairs, transportation resurfacing and reconstruction projects, areas of priority identified by sidewalk inventory; and non-priority areas. He noted that the city has not been able to get to these last two areas as street repairs are taking priority. He also noted that a sidewalk inventory was done in 2016 by RPC that reviewed PROWAG improvements identifying 51 miles of sidewalk below 60 compliance score and 26 miles below 60 condition score.

Mr. Bennett provided city streetlight statistics noting 3796 poles and fixtures and a \$57M replacement value. Series Streetlight hazards are identified and \$600K budgeted for repairs outside transportation projects with Phase 1 replacement scheduled in FY20 and Phase 2 in FY21, Nevada Street, Lincoln to Mathews Avenue.

Mr. Shonkwiler summarized city street statistics of 135 centerline miles, 357 lane miles with \$800M replacement value and \$6M budgeted for FY20; the MCORE project making it higher than normal. He reviewed rehabilitation and preservation methods (Surface Seal through Patching) and resurfacing and reconstruction. He stated that the city is trying to do more resurfacing as reconstruction is more expensive. Priorities are based on safety, pavement condition, traffic volume, bicycle facilities, transit routes, as well as proximity to critical facilities or proximity to other projects.

Mr. Shonkwiler described high priority projects including the Kickapoo Rail Trail (KRT) Extension, Lincoln Avenue and Springfield Avenue resurfacing, including Lincoln Avenue crosswalks which include refuge islands at Clark and Stoughton as well. He discussed the Vine and Washington and Fairlawn Drive rehabilitation projects, University Ave IDOT project, and several other intersections as well as some brick sidewalk restorations. He noted that the University Avenue Project will be August letting and that IDOT has agreed to lower the speed limit to 30mph. He doesn't expect much progress this year, so it will have to wait until 2020 and 2021 to get rebuilt. The MCORE Project 5 was outlined including work by American Water where some sections of Green Street will need complete closure. He concluded with plans for Phase I studies which IDOT wants completed ahead for Lincoln Ave from South of Pennsylvania to Nevada which has two of the top five problem intersections that may qualify for highway safety improvement funding. He also noted that Florida Ave also from Lincoln to Vine with Race and Florida intersection also in the top five intersection category where pavement needs to be completely reconstructed.

Vince Gustafson described the Facilities Master Plan at \$248K and the Parking meter mechanism replacement plan at \$250K where current mechanisms are 20 years old and no longer supported as they are obsolete. He noted that the new mobile app covers 70% of revenues so that we may be able to reduce the number of parking heads needed to 50%. For the parking deck, major work has been completed, there is a recommended \$50K in safety and security upgrades and \$300K investment in improvements in the city owned surface parking lots.

Questions and discussion followed. CM Hursey began by asking about the future of Fire Station 3, debt financing, and meter replacements. Mr. Gustafson described the need to determine a proper location with the Fire Department before investing in the building itself. Finance Director Hannan explained that the city would issue bonds in a competitive process to get the lowest interest year. These would be used for infrastructure, facilities, and items that last at least the life of the bond. Mr. Gustafson said that they would balance the location of coin versus app placement with signage on a block by block basis. Mix of both options will be used and gave the parking deck as an example as a way of saving costs.

CM Roberts discussed with Mr. Gustafson the priorities for city buildings. They discussed the approach of replacement versus new single facility and Mr. Gustafson described the planning and the future efforts to be done. Mr. Gustafson also described the past work by Cannon Design and how they compiled their reports. For funding, City Administrator Mitten explained that all of the categories have deferred maintenance issues for not only buildings, but streets, sewers, and so on. She stated that we will probably have a better idea next year of the state of each category but everything needs to be fixed. Ms. Mitten stated that she would like the public to understand how underinvested we are in the assets of the city and that we need to prioritize across all of them. Mayor Marlin added that support is needed from the public for federal and state infrastructure bills as is the kind of infrastructure that needs federal and state help.

CM Jakobsson and Finance Director Hannan discussed VERF and the return on the General Fund versus the interest on bonds. CM Jakobsson indicated he wants a comparison of the two numbers as to whether to issue bonds or pay cash. Ms. Hannan stated that the issue is whether we have the cash at the time it is needed, but we will be evaluating as we go forward and that any bond issue would

involve city council approval. CM Wu, noting VERN related policy changes as well as different General Fund transfer level amounts asked if the plan is to have three bond issues of about \$3M each at particular times. Ms. Hannan explained that this is a plan that will need to be evaluated going forward and that certain assumptions have been made at this point and that they are trying to keep the VERN balance minimum at 10% of the value of the assets. The reality is that transferring money from the General Fund every year is a large drain. She also added that going from 90% to 70% funding reflects the costs of specific items based on realistic prices.

In response to CM Wu, Ms. Hannan noted the impact of the finance policy changes with 15% reserves, which is what is achievable now but that we really should be more at 25% of reserves. She gave an example the recent F1 tornado costs with overtime, disposal, and contracted expenses of at least \$100K but a much larger event would have a much larger impact and cost.

CM Wu noted an initial budget of 75K with an expected amount of \$150-175K for facilities planning but the proposed budget is \$243K for phase 2 and 3. Mr. Gustafson confirmed those numbers stating that previous estimates were too low. CM Wu noted city concerns about not being able to invest in assets, the need to fund pensions, and large infrastructure needs but expressed concern about the large disparity between the original proposal and the current budget request. Mr. Gustafson stated that the FY20 budget would authorize this expenditure to proceed with Phases 2 and 3 and pointed out the \$8M in deferred maintenance, the cost of bad decisions and mistakes, and the advantages of using a highly qualified firm. Ms. Mitten, noting the similar costs of sewer and pavement condition assessments though smaller asset, the human aspect of the facilities planning process makes it more costly and complicated. She pointed out the advantages of using Cannon because of the people-oriented nature of their work and results. She stated that the city wants to make the right decisions, based on how people interact and work together and with the public, while thinking about the future, as well as the impacts of technology.

CM Wu discussed parking maintenance costs with staff. Mr. Shonkwiler noted that nothing has been spent on surface parking maintenance in his 14 years and pointed out that the \$300K for work has been accumulated over time. She also asked about kiosk terminals for parking payment. Mr. Gustafson compared the online app, meters, and other types such as the paper dispensing kiosk system. He noted difficulties with current meters failing and that new meters have Wi-Fi abilities providing real time data so that they can be dealt with proactively. CM Jakobsson encouraged people to use mobile meter as coins cost the city more.

Mayor Marlin encouraged council members to direct questions to staff and that the responses would be shared with all. In addition, the presentations will be made available.

## E. UNFINISHED BUSINESS

There was none.

## F. REPORTS OF STANDING COMMITTEES

### 1. Committee Of The Whole – (*Council Member Jared Miller*)

- a. **Resolution No. 2019-05-013R:** A Resolution Approving a Loan Agreement with the Urbana Free Library

For the committee, CM Miller moved approval of Resolution 2019-05-013R, seconded by CM Jakobsson. With no discussion, the motion passed by roll call vote (6-0): Hazen – Aye; Hursey – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye.

- b. **Resolution No. 2019-05-014R:** A Resolution in Support of Establishing the Downtown Urbana Historic District

For the committee, CM Miller moved approval of Resolution 2019-05-014R, seconded by CM Roberts. With no discussion, the motion passed by roll call vote (6-0): Hazen – Aye; Hursey – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye.

## G. REPORTS OF SPECIAL COMMITTEES

There were no reports.

## H. REPORTS OF OFFICERS

There were no reports.

## I. NEW BUSINESS

1. **Resolution No. 2019-06-015R:** Resolution Authorizing Protest/Request for Hearing/Intervention in Real Property Tax Exemption Proceeding before the Illinois Department of Revenue (In the Case of OSF Healthcare System d/b/a OSF Heart of Mary Medical Docket Number 18-010-00054)

Mayor Marlin introduced Resolution 2019-06-015R. CM Wu moved to suspend the council rule on Resolutions to consider Resolution 2019-06-015R and -016R, seconded by CM Hursey. The motion passed by unanimous voice vote. CM Jakobsson moved approval of Resolution 2019-06—15R, seconded by CM Hursey. Without discussion, the motion passed by roll call vote (6-0): Hazen – Aye; Hursey – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye.

2. **Resolution No. 2019-06-016R:** A Resolution Approving the Champaign-Urbana Solid Waste Disposal System Annual Budget (FY 2019-2020)

Brad Bennet, Assistant City Engineer, spoke to the memo reviewing closed landfill costs noting that the fund is contributed to by both cities and the university. The funds are used to fix issues, treat leachates, and monitor surface water on the site. Total expenses of \$44,710 are expected and they propose to spend down some of the cash balance in the fund with no member contributions this year. Further, they are looking at solar panel installation to help reduce costs to member agencies. In response to CM Wu, Mr. Bennett indicated that he is the administrative manager of the site with some of his time apportioned to it. An adjustment in administrative costs to match his current salary has been made and annual adjustments will be done going forward.

With no further questions, CM Miller moved approval of Resolution 2019-06-016R, seconded by CM Roberts. The motion passed by roll call vote (6-0): Hazen – Aye; Hursey – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye.

3. **Ordinance No. 2019-06-032:** An Ordinance Approving a Major Variance (Hubbard Garage Apartment/ 812 South Race Street / ZBA Case No. ZBA-2019-MAJ-01)

Planner Lily Wilcock presented the staff memo noting that the petitioner and owner, Kimberly Hubbard was in the audience. Ms. Wilcock noted that the requester wanted to replace her garage and improve it with a garage apartment while saving existing trees. She noted that the principal structure is within 5 feet of the lot line, presented various layout exhibits and exhibit D, the proposed layout. She noted that the rear yard is already non-conforming at eight feet instead of 10 feet and that the proposal goes to 5 feet. The criteria for a major variance is listed in the memo. The existing garage replacement was approved by the ZBA, the current issue is placement on the lot.

CM Wu reviewed the record showing no opposition from neighbors. CM Roberts noted the minutes of the ZBA meeting asking about the additional condition. Ms. Wilcock noted the discussion and that it is already illegal to subdivide but if recorded then it would be more easily avoided via title search. The condition was approved 5-1. CM Jakobsson noted the existence of a carriage house in his neighborhood and discussion of a separate address followed. Planning Manager Pearson indicated that this would need to be determined.

With no further questions, CM Miller moved approval of Ordinance 2019-06-032, seconded by CM Hursey. The motion passed by roll call vote (6-0): Hazen – Aye; Hursey – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye.

4. **Mayoral Appointments to Boards and Commissions**

- a. **Property Maintenance Code Board of Appeals – term ending June 30, 2022**

1. Dan Harmon as Chair

b. **Bicycle & Pedestrian Advisory Commission – term ending June 30, 2022**

1. Leonardo Covis
2. Audrey Ishii
3. Susan Jones

c. **Civilian Police Review Board – term ending June 30, 2022**

1. Mikhail Lyubansky
2. Grace Mitchell

d. **Human Relations Commission – term ending June 30, 2022**

1. Lolita Dumas
2. Daniel Larson

e. **Plan Commission – term ending June 30, 2022**

1. Nancy Ouedraogo

f. **Property Maintenance Code Board of Appeals – term ending June 30, 2022**

1. Gary Burgett

g. **Zoning Board of Appeals – term ending June 30, 2024**

1. Joanne Chester

Mayor Marlin announced the offices, names, and terms of those nominated. CM Roberts moved the approval of all listed, seconded by CM Wu, and passed by unanimous voice vote.

5. **Consolidated Social Service Funding Vote**

This item was removed from the agenda.

**J. ADJOURNMENT**

With no further business to come before the council, Mayor Marlin declared the meeting adjourned at 10:09 pm.

Charles A. Smyth  
City Clerk

Video and materials for this meeting can be found at: <https://www.urbanillinois.us/node/7611>

**Minutes Approved: June 17, 2019**