

---

**DATE:** Monday, December 16, 2019  
**TIME:** 7:00 P.M.  
**PLACE:** Urbana City Council Chambers, 400 S. Vine St, Urbana, IL 61801

---

The City Council of the City of Urbana, Illinois, met in regular session December 16, 2019 at 7:00 p.m. in the Council Chambers at the Urbana City Building.

**ELECTED OFFICIALS PHYSICALLY PRESENT:** City Council Members (CM) Eric Jakobsson (Ward 2), Bill Brown (Ward 4), Dean Hazen (Ward 6), Shirese Hursey (Ward 3), Jared Miller (Ward 7), Maryalice Wu (Ward 1), Dennis Roberts (Ward 5); Charles A. Smyth (City Clerk), Diane Wolfe Marlin (Mayor)

**ELECTED OFFICIALS PRESENT VIA TELECONFERENCE:** None

**ELECTED OFFICIALS ABSENT:** None

**STAFF PRESENT:** Carol Mitten, James Simon, Lorrie Pearson, Chuck Lauss, Elizabeth Hannan, 6 firefighters, Vince Gustafson, Femi Fletcher, Steve Doggett, Trent Short, Clint Weidert, Andy Stewart, Jake Hutchcraft, Greg Kingston

**OTHERS PRESENT:** News Gazette, Canon Design Staff (Chris Lambert, Katie Franz, Pamela Steiner, and Chirag Patel)

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

There being a quorum present, Mayor Marlin called the meeting of the Urbana City Council to order at 7:01 p.m.

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

City Council Member (CM) Hursey made a motion to approve minutes from the December 2, 2019 Public Hearing and December 2, 2019 regular meeting. The motion was seconded by CM Miller, and passed by unanimous voice vote.

**C. ADDITIONS TO THE AGENDA**

There were none.

**D. PRESENTATIONS AND PUBLIC INPUT**

Fire Chief Lauss presented pictures of the recent Fire Ops 101 day training provided to mayors, council members, and other city officials from both Urbana and Champaign. He extended an appreciation for attending and described how each attendee had a shadow firefighter assisting them for the day. He noted that attendees experienced carrying 50 pounds of gear, fire venting techniques, auto extrication, and emergency medical procedures. Chief Lauss gave a brief history of fire helmets, and helmets were presented to council members, staff, and Mayor Marlin by their respective shadow firefighters. Chief Lauss thanked the shadows for their efforts. He also thanked Champaign Local 1260 and the University of Illinois Fire Service Institute as well as the Urbana Firefighter Local 1147 for their organization and sponsorship of the event.

Vince Gustafson, Deputy Director of Operations, and Cannon Design Staff made a presentation on the Facilities Master Plan. Mr. Gustafson introduced Chris Lambert, Katie Franz, Pamela Steiner, and Chirag Patel from Cannon Design. He noted the purpose of the presentation and reviewed the 2018 Request for Proposal (RFP) for hiring a consulting firm to address city space and programming needs to result in a sound actionable plan for all city departments. He also reviewed the June reported first phase results where each city facility was indexed and a 10-year

plan for addressing needs was created (\$8M over next 10 years).

Mr. Lambert presented major findings from Phase 2 that looked at space and how it is used noting that the report leads into Phase 3. He described the process used and summarized key findings. These included distractions and unclear protocol, facilities that hinder collaboration efforts, unsafe and unenjoyable work conditions, lack of delineation between public and private spaces that impacts employees and citizen experiences, and poorly maintained storage that causes the work environment to feel crowded. He elaborated on each of the 5 findings and took questions from council. CM Brown asked for a gap analysis to identify quick fixes. Mr. Lambert provided some of the ideas they were considering recommending such as video conferencing software and addressing some critical safety issues and improving moral. He discussed the issue of no welcome desk or wayfinding as well as the location of the police window. He noted that storage takes up 18% of space but recognized the need for maintaining records. In response to council members, Mr. Lambert indicated that the next phase is to develop options based on their programmatic and diagnostic analyses but rethinking building use is an option. Discussion of how to develop needed spaces within the context of the city building followed with CM Roberts suggesting separate buildings for police and fire. Mr. Lambert indicated that the next steps will be to translate this work into Phase 3 and proposing some outcomes. CM Wu stated that she is hesitant to split staff across buildings.

Mayor Marlin announced that NuMed had received a Recreational Cannabis license and will be starting sales January 1 for adult use. She also announced that Rael Development had closed on its property acquisition for the Gather project.

## **F. UNFINISHED BUSINESS**

1. **Ordinance No. 2019-11-063:** An Ordinance Amending Urbana City Code Chapter Twenty-Two, Article VII, Section 22-91(a) (Amendment to the Food and Beverage Tax Ordinance) [11-12-2019 COW; deferred from 11-18-2019 CC].

Mayor Marlin introduced the ordinance noting that the expected revenues are part of the plan to address the structural deficit and be used for operational expenses. Passage at this time is requested for FY20-21 Budget planning. Mayor Marlin noted that concerns and questions related to budgeting and staff vacancies have been raised, so staff had additional information to present.

City Administrator Mitten began her presentation praising Public Works staff for working as a unit collaborating across operations and engineering. She provided an update on variety of city projects and noted that engineering work is moving forward by way of a supplemental engineering contract with Fehr-Graham Engineering. Projects include: progress on MCORE Phase 5 acquisition and a planned February letting; Lincoln and Springfield design under quality control review and final IDOT approvals with a 2020 or 2021 construction date; Vine Street from Washington to Illinois is exhibiting concrete deterioration and has a CIP placeholder but additional funding is needed to get this done this summer; Nevada Street series street light replacement is budgeted in the CIP but does not include construction observation funding which will be needed; Fehr-Graham is performing a Vine and Main intersection study; and the Kinch Street CDBG light project is getting refined. Ms. Mitten also noted a backlog of traffic commission projects and the need to close out projects with IDOT going back to 1999. Questions and discussion followed.

CM Brown asked about grant applications for side paths from the state ITEP program and asked about the level of and plans for engineering staff. Ms. Mitten noted having had five engineers and five engineering techs and now down to 2 and 2 but it's not clear that the model in use is the correct one. She indicated working with a new Public Works director to find the right balance between in house and consulting services. In response to CM Hursey, Ms. Mitten noted that CDBG funding for sidewalk, street patching, and curb work in the Ellis subdivision has to be spent by May 1 and is being scoped out by Fehr-Graham, who are confident on getting this

spent. In response to CM Wu, Ms. Mitten noted that she will be meeting with Finance Director Hannan to discuss projects for which there is not sufficient funding. She also noted needing to finalize paperwork for previous projects per IDOT closeout. In response to CM Hursey, Mayor Marlin noted that an offer has been made and we are in negotiations with a candidate for Public Works Director.

Clerk Smyth noted that this item was before the council having been previously moved by CM Brown, seconded by CM Hursey, but deferred per council rules. Additional discussion followed concerning engineering and payouts. Mayor Marlin indicated that dollars allocated for Public Works will be spent and that we are looking for recurring revenues for recurring expenses.

Finance Director Hannan noted that the last financial forecast indicated a need for some combination of increased revenues and decreased spending in the FY 20-21 Budget as well as additional revenues in FY21-22 to eliminate the structural budget deficit. She plans to review the forecast at the end of January pointing out that police and fire agreements end June 2020 so anticipates wage increases and that the AFSME labor agreement will end one year later. She noted that funding VEF without using debt will require \$500K, and that the police ARMS system will need to be replaced as it moves to new technology generating one time and some recurring expenses. She commented that Cannabis tax revenues have broad variances so revenues are not clear and that the changes in state law and ecommerce might result in about \$50K additional revenue. She noted that the General Fund is a source of unmet needs and may need to be tapped if we have a onetime savings but as with the tornado earlier this year, it is needed to cover unanticipated expenses or the consequences of a potential recession. On the positive side, she noted that our health insurance came in a bit lower for this one year, sales tax is also better than expected so we may do better than expected for the year based on the first 5 months of the Fiscal Year. She added that the additional Food and Beverage would allow for balanced revenue and expenses avoiding issues in the following year but that we need to have some certainty for the upcoming budget process. Mayor Marlin added that we are looking at liquor license fees and some will need to be brought down as they are out of whack listing 3 areas of reduction.

In response to CM Miller, Ms. Hannan noted that the last recession resulted in little or no city growth in sales tax and property tax and that we are just getting back to the levels of revenue before the last recession. Additional discussion of the city's structural deficit, timing of revenues from new taxes, and the allocation of some of the state revenues followed. CM Miller expressed concern on the impact of taxes on our local, small businesses. Mayor Marlin noted that the City has been reducing spending for the past two and a half years and looking at continuing to save in many ways. CM Roberts noted the need for more development and encouraging concerted efforts at economic development.

With no further discussion, the motion passed by roll call vote (6-1): Brown – Aye; Hazen – No; Hursey – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye.

## **G. REPORTS OF STANDING COMMITTEES**

1. **Committee Of The Whole** – (*Council Member Jared Miller*) – CONSENT AGENDA
  - a. **Resolution No. 2019-12-054R**: A Resolution Approving an Intergovernmental Agreement with Danville, Illinois, for Purchase of Asphalt Emulsion
  - b. **Ordinance No. 2019-12-071**: An Ordinance Amending Urbana City Code Sections 2-25 and 2-28
  - c. **Resolution No. 2019-12-055R**: A Resolution Amending City Council Rules and Committee of the Whole Rules
  - d. **Approval of 2020 City Council and Committee of the Whole Annual Meeting Schedule**

CM Miller stated Resolutions 2019-12-054R, 2019-12-055R, Ordinance 2019-12-071, and the annual meeting schedule and reported that they were sent from committee with a recommendation for approval on the consent agenda. He then moved that they be considered in omnibus fashion, seconded by CM Hursey. The motion for omnibus consideration was approved by unanimous voice vote of the corporate authorities. CM Miller then moved approval of the four items in the omnibus, seconded by CM Jakobsson. CM Wu thanked City Administrator Mitten for the additional information provided related to the asphalt emulsion purchase agreement. With no further discussion, the motion passed by roll call vote (7-0): Brown – Aye; Hazen – Aye; Hursey – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye.

## H. REPORTS OF SPECIAL COMMITTEES

There were none.

## I. REPORTS OF OFFICERS

## J. NEW BUSINESS

1. [Ordinance No. 2019-12-072](#): An Ordinance Levying Taxes for the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020

Mayor Marlin introduced Ordinance 2019-12-072 and Finance Director Elizabeth Hannan spoke to the issue. She noted this as the final step in the process of levying taxes having discussed this matter a number of weeks ago. She noted that this is a package of three ordinances including the following Ordinances 2019-12-073 and -074 with the first levying taxes, the second directing the County Clerk to abate the levy to achieve the current tax rate, and the third to abate taxes related to bonds. Questions followed.

CM Jakobsson, noting the passage of additional Food and Beverage taxes, asked why we are using the lower of the tax rates when our and social services are in need. Ms. Hannan noted the difference in the two rates is only \$30K in revenue and the lower number benefits taxpayers. CM Roberts, noting that tax rates are cited over and over again when comparing where individuals want to live considered it wise to maintain a tax rate match to City of Champaign. Mayor Marlin noted that the tax rate policy goes back to the Carle issue when they came off the tax rolls and property taxes went up 10%. She noted the need to seriously address the infrastructure needs of the community and as we have growth we will have some other options but for this next year to continue with last year's rate. She noted public comment on the burden of property taxes. In response to CM Wu, Ms. Hannan discussed some of the guess work involved in setting a tax rate as well as figuring out the levy percent increase noting issues of assessment appeals, Board of Review issues, and similar.

CM Miller moved to approve Ordinance 2019-12-072, seconded by CM Roberts. CM Miller commented that he would an increase in personal taxes to improve the roads and appealed to the public to let him know their thoughts. CM Jakobsson noted that we can't build a lot for \$30K. With no further questions or discussion, the motion passed by roll call vote (8-0): Brown – Aye; Hazen – Aye; Hursey – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye, Marlin -- Aye.

2. [Ordinance No. 2019-12-073](#): An Ordinance Directing the Champaign County Clerk to Abate the Tax Levy for the General Corporate Fund for the Tax Year Beginning July 1, 2019, and Ending June 30, 2020

Mayor Marlin introduced Ordinance 2019-12-073. CM Miller moved to approve Ordinance 2019-12-073, seconded by CM Wu. With no questions or discussion, the motion passed by roll call vote (8-0): Brown – Aye; Hazen – Aye; Hursey – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye, Marlin -- Aye.

3. **Ordinance No. 2019-12-074**: An Ordinance Directing the Champaign County Clerk to Abate a Portion of the 2019 Tax Levy Related to General Obligation Bonds, Series 2012, and General Obligation Bonds, Series 2014

Mayor Marlin introduced Ordinance 2019-12-074. CM Roberts moved to approve Ordinance 2019-12-074, seconded by CM Miller. With no questions or discussion, the motion passed by roll call vote (8-0): Brown – Aye; Hazen – Aye; Hursey – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye, Marlin -- Aye.

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

- a. Market at the Square Advisory Board – term ending June 30, 2021

1. Molly Oberg

Mayor Marlin nominated Molly Oberg to fill a vacant seat on the Market at the Square Advisory Board. She noted Ms. Oberg’s involvement in the market and explained that the board requires membership from various categories of vendors with no residency requirement. CM Wu moved approval of the nomination, seconded by CM Jakobsson, and passed by unanimous voice vote.

## **K. ADJOURNMENT**

With no further business to come before the council, Mayor Marlin adjourned the meeting at 8:56 p.m.

Charles A. Smyth  
City Clerk

This meeting was video recorded with website link (viewable on demand):

<https://www.urbanaininois.us/node/7710>

This meeting was broadcast on cable television (UPTV) and streamed live:

<http://urbanaininois.us/uptv>

Minutes Approved: January 13, 2020