



City Council

City Council Chambers ♦ 524 West Stephenson Street, 3rd Floor ♦ Freeport, IL 61032

**COMMITTEE OF THE WHOLE
MINUTES
REGULAR MEETING
TUESDAY, OCTOBER 11, 2016 AT 6:00 P.M.**

CALL TO ORDER

The regular meeting of the Freeport, Illinois, Committee of the Whole was called to order in council chambers by Mayor James L. Gitz with a quorum being present at 6:00 p.m. on October 11, 2016.

ROLL CALL

Present on roll call: Mayor Gitz and council members Tom Klemm, Peter McClanathan, Art Ross, Jodi Miller, Patrick Busker, Sally Brashaw, and Andrew Chesney (7). Alderperson Michael Koester was absent.

Present from the City: Finance Director Guary Bernadelle, Community Development Director Alex Mills, Public Works Director Tom Dole, Battalion Chief Blackburn, Police Chief Todd Barkalow, City Treasurer Buss and City Clerk Zuravel.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Alderperson Chesney. He then became the chairperson of the meeting.

PUBLIC COMMENTS

There were no public comments on agenda items.

APPROVAL OF MINUTES

Alderperson Brashaw moved for approval of the minutes from the meeting held on September 12, 2016, seconded by Alderperson Ross. Motion prevailed by voice vote without dissent.

PRESENTATION BY REPRESENTATIVES OF WESTPORT VILLAGE ON THEIR REHABILITATION PROJECT

This item was removed from the agenda upon request of representatives from Westport Village until a later date.

PRESENTATION ON NEXT GENERATION 9-1-1 DIGITAL SYSTEM

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Police Chief Todd Barkalow introduced Joe Geiter, Chairperson of the 9-1-1 Board. He also introduced June Dillman, 9-1-1 coordinator and Alex McIlvanie, systems administrator. Mr. Geiter provided information on what we currently use; stating the system first became operational in March of 1992. He explained when the caller uses a Wire Line Phone the system (approximately 8,000 Phones) the system provides Call Back Number and location associated with the billing address. When a caller uses a cell phone (approximately 35,000 Phones) the system provides the carrier information and tower location, approximate location based on X & Y Coordinates and/or GPS, accuracy requirements vary by technology used. When a call comes in on a VoIP line the system provides appropriate Public Safety Answering Point (PSAP) using existing 9-1-1 network and provides call back number and registered address. Mr. Geiter explained the challenges with the current system and why moving to digital broadband will be in the City's best interest; 1) many more types of mobile devices 2) costly, aging hardware based equipment that needs replacement 3) caller location issues (70%) 4) need for interoperability with other agencies (voice and data) 5) open architecture.

Mr. Geiter stated the next generation 9-1-1 is an evolved, fully functional, will be accessible anytime; anywhere from any device and this will take us from analog manual system to digitally controlled system. He explained the old E9-1-1 system design just can't cope. New communications technologies need 'plug and play' access and interfaces and constant adaptation of E9-1-1 is expensive and slow. The growing data rich environment is one that the E9-1-1 can't handle. We need data bandwidth, modernized network IP, a more flexible and easily controlled 9-1-1 system and we need interoperability among emergency communications services. He stated the post transition NG9-1-1 can be significantly more efficient (and likely less expensive for similar features). Mr. Geiter provided the following reasons why the NG9-1-1 system is needed for current and new "calling" devices and it will allow input via 1) text – IM, SMS, PDAs, other non-voice devices 2) wireless – Wi-Fi, WiMAX, improved cellular interface, hybrid (cellular/Wi-Fi 33) 3) Sensors – environmental, alarms, biometric 4) Video, still and motion. He explained with a wide spectrum of users, emergency support needs deaf and hard of hearing, speech impaired, non-English speaking interpretation, and there is an issue with constantly increasing mobile users – location challenges.

Mr. Geiter stated the purpose of the NG9-1-1 to fully replace E9-1-1, with all capabilities and functions in place today. It will add capabilities to support changes for current and new types of Originating Service Providers. It will also add flexibility for the public-safety answering point (PSAP) and 9-1-1 authorities. The system will add capabilities to integrate and interoperate with emergency entities beyond the PSAP. The NG9-1-1 is a system comprised of hardware, software, data and operational policies and procedures to 1) provide interfaces from call and message services 2) process emergency calls and non-voice (multi-media) messages 3) acquire and integrate additional data useful to call routing and handling 4) deliver the calls/messages and data to the appropriate PSAP's and other appropriate emergency entities. The basic building blocks required for NG9-1-1 are 1) Emergency Services IP Network (ESInet) 2) International Standards Compliant IP Functions 3) Software services/applications 4) Data Bases and Data Management and 5) Security. The public-safety answering point and 9-1-1 authority capabilities will be that the system will have more flexibility and direct control, it provides automatic query of supportive data such as building info, medical info, telematics. It will also provide direct control of alternate routing, pre-definition of disaster routing, inter-network access to other PSAPs, inter-network access to other databases and a cost savings through optional use of shared software services at the NG9-1-1 system level, rather than each PSAP. They are an 11 county group which will lower the cost and provide better service. He explained they are looking at 3rd quarter of

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2017. He further explained that once this goes online with Next Generation we will have all of the capabilities we have now plus better location information, plus text messaging, plus ability to do video and any additional new products can be implemented as they become available.

The council was provided the opportunity to ask questions.

PRESENTATION ON DEVELOPING AN APPLICATION FOR THE ABANDON PROPERTY GRANT PROGRAM

Alex Mills, Community Development Director and Nancy McDonald, Grants Coordinator, presented information on a possible grant the City can apply for to assist with abandoned property demolition. They provided a Power Point presentation which described the grant through the the Illinois Housing Development Authority (IHDA) Abandoned Properties Program. They noted an item will be placed on the next City Council agenda as a resolution by the City Council which would authorize application and commit matching funds is necessary for application submission. The application includes a request for a waiver to seek \$250,000 in funding to be used principally to demolish abandoned homes, rather than the standard request of up to \$75,000 allowed without a waiver. City staff feels that past performance in the area of demolitions and IHDA housing programs, along with other relevant community data support such a request for the maximum award amount. Funding the City has received in IHDA's Blight Reduction Program will be utilized as the matching component of the \$250,000 request (\$87,500 in match dollars), per program rules. It is estimated that an award of \$250,000 would fund approximately 25 demolitions, with an understanding that an award of less funding would mean fewer properties to be demolished under the program. These funds can also be used to rehab exteriors to address safety concerns and may be able to use to offset some of the approximate \$15,000 mowing expenses we have. In this program we have to partner with a non-profit, we are the applicant in this and the one leading the charge so this gives us more control in which properties we choose and how we demolish them.

The council was provided the opportunity to ask questions.

Mayor Gitz advised this will brought to the next council meeting for approval.

PRESENTATION ON JOB DUTIES OF THE CITY TREASURER

City Treasurer Linda Buss provided an overview of her job duties as the treasurer. She stated 85% of her job duties are pension related. Many of her job duties are derived by State Statutes and are required of the City to be in compliance. Her duties are divided into three sections; those she provides for the City and the Water and Sewer Commission, those she provides for the Police Pension Fund and those she provides for the Fire Pension Fund. She oversees funds in the amount of \$73 million (\$21.9 million in police pension, \$32.8 in fire pension and \$18.3 million in City funds).

City Treasurer Buss provided a listing of duties. She explained many of her duties are similar to what the City Clerk's duties are for the City Council meetings by preparing agendas and board packets for the Police and Fire Pension Fund boards. Many of her duties are similar to what the Human Resource Manager does for the employees only she does for pensioners. Many of her duties are similar to the Deputy City Accountant for preparing pension payroll. She also prepares monthly financial statements for the pension boards. She explained this position is most certainly a full-time position. There is no way to meet all the deadlines by working part-time. She needs to meet wire transfer morning deadlines,

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afternoon banking deadlines and not to mention the State reporting required deadlines. She explained the amount of paperwork, the number of transactions, and the dollar amount that she works with on an annual basis is voluminous. She provided a hand out of her job duties which in addition to the City Funds, Police Pension Funds, and Fire Pension Funds also includes oversight of Motor Fuel Tax Funds, Revolving Loan Funds, and five Tax Increment Financing Funds. She has worked for the City for twenty-three and one half years and has not missed a filing deadline. Previously she had a full-time deputy and a high school intern to assist her and both have been stripped with continual budget cuts. Council members were provided the opportunity to ask questions. Alderperson Brashaw thanked City Treasurer Buss for the presentation and for her service to the City.

REVIEW OF DRAFT ORDINANCE ESTABLISHING THE COMPENSATION OF THE MAYOR, THE CITY CLERK, THE CITY TREASURER AND THE CITY COUNCIL BY AMENDING VARIOUS SECTIONS OF THE CODIFIED ORDINANCES OF THE CITY OF FREEPORT, ILLINOIS

The Committee of the Whole packet included a draft ordinance for salaries of elected officials, a spreadsheet showing our Elected Officials Salary history, salaries for department heads and area official's salaries from Freeport School District #145, Stephenson County and Freeport Park District. Also provided in the packet was extensive research showing a Municipal Salary Comparable.

Alderperson Miller explained that the report that was provided as a comparison for the position of treasurer showed that the majority of them were part-time so she requested a comparison report listing the responsibilities and job duties from the municipalities of similar size realizing that it will be hard to complete an apple to apple comparison. Mayor Gitz advised that we could do that and the difference is most that have a part-time treasurer but then have a full-time support staff for the required functions.

Alderperson Chesney asked if we could use this as an opportunity to view this differently or follow on the path that we have already taken. Mayor Gitz explained his strong advice is to look at alternatives if you choose to and look at different examples. He advised that it could be precarious to make a whole series of changes all at once and suggested doing one thing at a time, see how it works and then make adjustments. He further explained that he doesn't think you can eliminate and redistribute without a referendum as it is a change in government and to be careful of how you sequence so you maintain continuity at all times.

Contract Attorney Phillips noted that he would need to research the State Statutes to see if the position of City Treasurer can be changed without a referendum. He would need to look at the Statutes.

Council members provided their opinions on whether the elected officials should receive a raise or remain stagnant.

It was noted by City Clerk Zuravel that salaries will need to be calculated in the ordinance from the time period of May 1, 2017 through May 15, 2017 or there will be no pay for elected officials during that time period. It was discussed that currently the City Clerk's salary is \$57,499 and a calculation of one/twenty-sixth of the salary would be \$2,211.50 (bi-weekly pay based on 26 pay periods).

Mayor Gitz reviewed the importance of the functions of the City Clerk and the need to have a qualified person in the position for public interface, records retention, and board packets. He stated that cost of

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living has gone up and the Clerk and Treasurer have to pay bills and make a living. He explained that elected officials receive no benefits for vacation or sick pay.

Aldersperson Busker moved to recommend to the City Council in regard to the City Clerk's salary to freeze the salary at the current salary in year one (0%), provide a .5% increase in the second year, a .5% the third year, and a .5% the fourth year. This motion was seconded by Aldersperson Miller. City Clerk Zuravel clarified the motion that the salary of the City Clerk should be calculated to pay for the period of May 1, 2017 through May 15, 2017 separately. Council members agreed that the amount should be written into the ordinance and pro-rate the current salary. A roll call vote was taken on the motion to set the City Clerk's salary for the next term:

Yeas: Chesney, McClanathan, Miller, Busker (4)

Nays: Klemm, Ross, and Brashaw (3)

Absent: Koester

The motion prevailed by majority vote to set the City Clerk's salary in ordinance form at 0% for the first year, .5% increase for the second year, .5% increase for the third year, .5% increase for the fourth year and to prorate the City Clerk's salary for two week period from May 1, 2017 to May 15, 2017.

It was decided to wait to analyze the City Treasurer salary until more data is compiled as to the duties in other municipalities. This will be placed on the council agenda as a discussion item.

It was decided to wait to consider the salary of the Mayor and it can be discussed at the City Council meeting. Council requested further information as to the statutory duties in the State Statutes for a Mayor as part-time or full-time. Council also requested further information as to what the duties are for a part-time Mayor and how many hours they typically work.

Aldersperson Brashaw stated she averaged out the part-time Mayors and calculated their salary to be \$27,000 for 16 to 25 hours. She noted this was for municipalities with similar populations.

Aldersperson Busker recommended coming up with the "Plan A" if a part-time salary is needed and "Plan B" if a full-time salary is needed.

IN REGARD TO DISCUSSION ON THE ALDERPERSON/CITY COUNCIL SALARY

Aldersperson Klemm moved to hold the salary for council members the same as it is. This motion was seconded by Aldersperson Busker. Aldersperson Chesney recommended removing the penalty clause for missed meetings. Aldersperson Klemm amended his motion to keep salary as it is currently, to include language for the two week time period, and delete the language for the penalty clause for missing a meeting. This motion was seconded by Alderson Busker. Motion prevailed by voice vote without dissent. It was requested to have an ordinance drafted per council instructions for the next council meeting.

DISCUSSION ON AMENDING THE STRUCTURE OF COMMITTEE OF THE WHOLE TO COUNCIL COMMITTEES

Provided in the council packet was a report providing the history of Committees and Committee of the Whole and the most recent version of the draft ordinance.

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Aldersperson McClanathan moved for discussion to be tabled until after the election, seconded by Aldersperson Ross. Contract Attorney Phillips stated the proper motion would be to postpone discussion until after the election. Aldersperson McClanathan agreed with Attorney Phillips as did Aldersperson Ross. Motion prevailed by voice vote without dissent.

PUBLIC COMMENTS – AGENDA OR NON-AGENDA ITEMS

Aldersperson Klemm stated he provided 9-1-1 handouts to the council members.

ADJOURNMENT

Upon a motion duly made by Aldersperson Ross and seconded by Aldersperson Busker, the Committee of the Whole meeting adjourned at 7:45 p.m.

s/ Meg Zuravel

Meg Zuravel
City Clerk