

MINUTES
December 4, 2012
CITY SERVICES COMMITTEE
City of Batavia

Please **NOTE:** These minutes are not a word-for-word transcription of the statements made at the meeting, nor intended to be a comprehensive review of all discussions. They are intended to make an official record of the actions taken by the Committee/City Council, and to include some description of discussion points as understood by the minute-taker. They may not reference some of the individual attendee's comments, nor the complete comments if referenced.

Chair Volk called the meeting to order at 7:30pm.

1. Roll Call

Members Present: Chair Volk; Vice-Chair Liva; Ald. O'Brien, Tenuta, Frydendall and Jungels

Members Absent: Ald. Dietz

Also Present: Mayor Schielke (arrived at 7:32pm); Chief Schira, Batavia Police Department; Chief Deicke, Batavia Fire Department; Aldermen Atac and Chanzit; Scott Buening, Director of Community Development; Gary Holm, Director of Public Works; Mark Davis, ESDA; Jeff Glaser, ESDA Director; Bill McGrath, City Administrator; and Jennifer Austin-Smith, Recording Secretary

2. Approve Minutes for November 13, 2012

Motion: To approve minutes for November 13, 2012

Maker: Liva

Second: Jungels

Voice Vote: 6 Ayes, 0 Nays, 1 Absent
Motion carried.

3. Items to be Removed/Added/Changed

There were no items to be removed, added or changed.

4. Resolution 12-106-R: Surplus Vehicles Police Department (Autenreith 11/30/12)

Chief Schira, Batavia Police Department, reported that the Police Department has a 2003 Ford Crown Victoria that they would like to declare surplus.

Motion: To recommend to Council approval of Resolution 12-106-R: Surplus Vehicles Police Department

Maker: Frydendall

Second: O'Brein

Voice Vote: 6 Ayes, 0 Nays, 1 Absent
Motion carried.

CONSENT AGENDA

5. Resolution 12-116-R: Surplus Property Fire Department (RD 11-20-12)

Chief Deicke reported that the Fire Department currently has four Automated External Defibrillators that are over twelve years old and can no longer be used because they cannot be programmed for the current American Heart Association, American Red Cross or Southern Fox Valley EMS protocols. Our representative from Physio Control advised that there would be no trade in value because of their antiquated status.

One of our firefighters is traveling to Haiti on a mission through Hearten Haiti Project, Inc (a charitable organization) to train the staff of King's Hospital in basic emergency medicine. This training will include first aid, cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED). Our Physio Control representative advised that the units could be useful in a place such as Haiti, where there are few other means of defibrillating a shockable rhythm.

The department is requesting that the items be declared surplus, so that they may be donated and brought to Haiti for use in this training mission.

The Committee discussed the possibility of donating the surplus to the efforts in Haiti. In order to prevent incurring liability, Chief Deicke was requested to discuss this matter with the City Attorney. Chief Deicke agreed to speak with the City Attorney. He stated that if the City Attorney approves of the donation he will donate the surplus property, if not he will properly dispose of the property.

Motion: To recommend to Council approval of Resolution 12-116-R: Surplus property Fire Department
Maker: O'Brien
Second: Liva

Discussion was held on the motion. Tenuta questioned if there would be new AED purchased and if so, would they be able to be adjusted to meet the changing requirements of the American Heart Association. Chief Deicke stated that they will be purchasing a new AED and will make sure that they purchase one that will last as long as possible.

Voice Vote: 6 Ayes, 0 Nays, 1 Absent
Motion carried.

6. Doorway in City Hall First Floor Corridor –FYI (WRM 11-9-12)

McGrath stated that after regular business hours there is a need to create added security. The proposed doorway would not eliminate the elevator being attached to the police lobby. The elevator could be programmed to only access certain floors. Albright Theater would have a key to access the third floor via the elevator. This doorway would be a great help to the police when the City's business offices are vacant. The doorway should cost between two to three thousand dollars and would be taken out of the Building and Grounds Fund. Frydendall asked if this would eliminate the use of the first floor meeting room. McGrath stated that a staff member or

representative would be responsible for making sure that the door is locked after utilizing the meeting room.

Motion: To approve building a doorway in City Hall first floor corridor
Maker: O'Brien
Second: Jungels
Voice Vote: 6 Ayes, 0 Nays, 1 Absent
Motion carried.

Chair Volk noted that this action does not need to go to City Council. Jungels questioned when the doorway will be installed. Chief Schira responded that they would like to get the doorway installed as soon as possible. Chief Schira noted that the warming center during the winter will be the lobby of the police department.

7. Establishment of Tax Levy for Special Service Areas 4, 15, 19, and 25 (Scott Buening 11-27-12)

Buening reported that staff would like to activate levies on four different Special Service Areas (SSA). The SSA's were established when the subdivision was platted but were never activated. The common areas within these subdivisions are owned by the City and are maintained by the City. The SSA's are to pay for the maintenance. The maintenance is benefitting only the subdivisions. Currently, the funding for the maintenance of these areas is coming out of General Fund which means all the citizens of Batavia are paying for the maintenance. The proposal is to levy the SSA's to pay for the maintenance.

Liva asked if all common areas are maintained by SSA's. Buening responded that there are a variety of ways that these areas are maintained. Some are funded by homeowners associations, some are SSA's, and some have backup SSA's. There are other SSA's that have not been levied but the City does not own the property yet. The intention is for the City to own the property and then levy for SSAs. There are probably six or more properties that still need to be levied. Liva discussed the initial levy year and storm water utility tax. Liva would like to see the direction of the City to go to where the SSA's in the case of maintenance to manage storm water are funded by all the citizens. Liva suggested less costly means to manage these areas.

Holm addressed the Committee. He stated that the Committee requested that staff research storm water utility and report back. Holm stated that staff will report back regularly on this matter in the coming year.

The Committee discussed maintenance, General Fund, and SSAs. Holm informed the Committee the areas are turf grasses, such as Kentucky Blue Grass. Holm noted that natural landscaping basins are expensive to maintain. People tend to think that the natural landscaping is more cost effective but they are not. They are much more expensive to maintain. The Committee requested that staff put maps of the City's SSA's onto the website for residents to view.

Motion: To recommend to Council approval of Ordinances 12-44, 12-45, 12-46, 12-47, activation of dormant SSA 4, 15, 19, and 25
Maker: Frydendall

Second: Jungels

Roll Call Vote: **Aye:** Volk, Liva, O'Brien, Tenuta, Frydendall, Jungels

Nay:

6-0 Vote, 1 Absent, Motion carried.

Chair Volk requested that staff send out letters to the residents affected by the levied SSA's prior to the City Council meeting.

8. Route 31 Traffic Issues (Schira 11/30/12)

Chief Schira reported that a petition has been circulated by residents in the North Batavia Avenue area. The petition addresses the narrow lane widths, adding a speed display sign and requests to lower the speed in certain areas. Chief Schira noted that Batavia Avenue is owned by the Illinois Department of Transportation (IDOT) and it would be up to IDOT to decide on lowering the speed limits. The City could request and recommend items but it is ultimately up to IDOT. A few years ago, IDOT did reduce the speed to thirty-miles-per-hour close to approaching the downtown area.

Chief Schira discussed his memo with the Committee. The accident history over the past five years has gone down on Batavia Avenue. He believes it could be due to increased enforcement in that area. He discussed the other attachments to the memo: five-year enforcement data, directed patrol results, and the speed limit map.

Chief Schira reported that a speed display sign has been placed on Batavia Avenue. The speed display sign has the ability to collect data and run reports. For purposes to alert people of their speed, he suggested that the City purchase a basic speed display sign. The police department cannot afford to keep the current speed display sign permanently on Batavia Avenue. There are requests from residents to use this all over town.

Chief Schira contacted IDOT and received information on how to properly request a speed study from IDOT. Chief Schira suggested that the Committee:

1. Consider purchasing another portable radar speed display sign (more basic and cheaper than the one currently owned) at a cost of approximately \$2200, which could be left on Route 31 for longer periods of time without short-changing other areas of town where our present one could be used;
2. Continue random speed enforcement in this area. A Traffic Officer position is to be launched on January 1, 2013.
3. Send a letter to IDOT to conduct another speed study on Route 31 and requesting the 30mph limit be extended further north from McKee to Maple for southbound traffic and extended further north for northbound traffic.

The Committee discussed pedestrian traffic, crosswalks, safety, and speed limits. O'Brien considered making a motion for a budget amendment to pay for another portable radar speed display sign. Chair Volk questioned whether this was the proper Committee and the right time to make an amendment to the budget. A motion was not made.

The Committee directed the Chief and the Mayor to draft a letter to IDOT.

Chief Schira discussed Route 25 with the Committee. He stated that he would be able to send a five year accident history to the Committee if desired. Chief Schira noted that the report shows a decline in accidents over the five year period. They will increase traffic enforcement. He has been asked why people can pass on Route 25. Currently there is a dotted line versus a solid yellow line. He contacted IDOT and IDOT agreed that this street meets the requirement for a 'no passing zone.' IDOT will re-examine this. Chief Schira will add this in the letter to IDOT as well to serve as a reminder.

Bill Koc, 325 North Batavia, addressed the Committee. He stated that his family has lived in Batavia for two years. His family has tried to walk to events in the downtown and it has never been easy to get access to downtown. Walking and bicycling is problematic due to few crosswalks and high rates of speed by vehicles. As a result, he spearheaded the petition to address these issues. He is very encouraged by what the Chief has discussed. The speed warning sign seemed to be very beneficial and effective. He witnessed people slowing down. Koc asked if the data from the speed radar has been analyzed. Chief Schira responded that it has and the results were an average speed of 35mph. Koc concluded that whatever can be done to lower the speed limit and enforce it would be helpful to everyone.

9. Jefferson/North Avenue Intersection (No Memo)

Chief Schira reported that a resident has complained of people going through the three-way-stop intersection. Traffic studies have been administered and the results found were no overwhelming results of volume of traffic, speeding or violation of the stop sign. People do use this street as a cut-through to get from Route 31 to Randall Road. However, at the end of November an accident happened at this intersection at 8am. The person was arrested for a DUI. Chief Schira stated that the resident would like to have the City hire an independent traffic engineer to study the intersection. Atac mentioned that parking on this street can make navigating the intersection difficult. Jungels added that this intersection is tricky for bicyclists. Chair Volk requested that the Chief look into the parking on this street.

10. Proposed Changes to Fire Department Provisions in Municipal Code (WRM 11-15-12)

Chief Deicke discussed one significant change to the Municipal Code. Instead of having a captain, assistant chief and lieutenant there will be a paid on-call supervisor. This will transform the three positions into one to help clarify who is in charge.

Volk requested that on page one, 1-8B-2, to remove the specific number of firefighters within the Code. Volk stated that it would be better to have the language state as determined by the Mayor and approved by the Council. McGrath suggested the language state as approved by the budget. Volk stated that the language should be modified as staff and the Chief feels is sufficient without a hard number within the language.

Motion: To recommend to Council approval of the proposed changes to the Fire Department provisions in the Municipal Code

Maker: Liva

Second: O'Brien

Voice Vote: 6 Ayes, 0 Nays, 1 Absent
Motion carried.

11. Proposed Changes to ESDA Provisions in Municipal Code (WRM 11-16-12)

McGrath stated that under the statute, ESDA has an incredible responsibility. Therefore, the coordinator of ESDA should be someone who is an employee of the City, is supervised, appointed by the Mayor subject to the advice and consent of City Council, and can be fired. The coordinator would then have accountability subject to HR practices, budget practices, expenditure practices, and vehicle practices. McGrath stated that this decision has nothing to do with individual people and is purely business. The emergency protection and non-emergency protection needs to be fine-tuned. The City values ESDA and celebrates the volunteers within our community. We do not want to have the volunteerism in our community to decline or be terminated. Staff is suggesting that structurally the coordinator is defined by statute to be the fire chief.

Chief Deicke reported that the two big changes to the ESDA provisions in the Municipal Code are making the fire chief coordinator of ESDA and creating an ESDA manager position. Mayor Schielke stated that ESDA is very valuable to the City of Batavia. He likes the idea of consolidation so that ESDA can be included in the fire department operations. Integrating the two operations into a working unit will greatly benefit the City.

Jeff Glaser, ESDA Director, addressed the Committee. He feels that integrating ESDA would be a bad idea. He asserted that it works well as a stand-alone department. He noted that ESDA was taken out of the control of the fire department in the past because the mayor at the time felt that it was double-dipping. Glaser stated that his budget has never been over budget and he sticks to the fiscal guidelines. He stated that he is not invited to department head meetings nor is he on the department head emails. Glaser refuted the comment in McGrath's memo that stated that Chief Deicke had trouble getting information from the Director of ESDA. Glaser commented that he gave all requested information in a timely manner. Glaser questioned why he was asked for a list of vehicles when the City holds the titles to the ESDA vehicles. Glaser stated that as a paid employee he could be fired. Glaser reiterated that ESDA should be a stand-alone department. He has run ESDA for 35 years and was a volunteer for 39 years. Glaser concluded that he deserves better.

Volk agrees with the recommendation by staff to have ESDA folded into the fire department. The whole process needs to be upgraded and this is a good set of amendments. Jungels questioned how this process will work. Chief Deicke stated that his impression is if this does come to pass, he would meet with the ESDA officers to figure out where we want to go, what we want to accomplish then meet with the whole organization so that he has input from everyone. Then they could try to work on policies and procedures, the vehicles, what we want to accomplish and then we can determine what resources we need to accomplish those said goals. Chief Deicke stated that he is looking at starting from scratch to meet the needs of the City. Volk added that the reorganization has been prompted by the mayor in observation that we need to get a certified ESDA so that we qualify to get Homeland Security funding so that ESDA can get more up-to-date equipment. Jungels stated that she would not like to lose the spirit of volunteerism within ESDA. Chief Deicke agreed and stated that volunteers are greatly important

to the City. He has no intention of getting rid of volunteers and would like to promote volunteerism more in the future. Chanzit questioned if there will be an interview process for the ESDA manager or if the current ESDA Director would become the ESDA manager. Chief Deicke stated that he would assume that the current director would become the manager. Volk added that the Council votes on all the department heads. Frydendall asked if the ESDA Manager is a paid position. McGrath responded that there currently is no compensation in for the 2013 budget. Compensation for the manager position, if any, will be determined by the City Council regular budget process.

McGrath noted an additional change in the draft. Section 2-7-3 under Functions, it states 'additionally Batavia ESDA should perform such duties as prescribed from time to time by the ESDA Coordinator on the authority of the mayor and city council including non-emergency traffic control' and it should state both emergency and non-emergency control. ESDA is a resource that police and fire department can count on for traffic control.

Motion: To recommend to Council approval of the proposed changes to ESDA provisions in the Municipal Code
Maker: Tenuta
Second: Liva
Roll Call Vote: **Aye:** Volk, Liva, O'Brien, Tenuta
Nay: Frydendall, Jungels
4-2 Vote, 1 Absent, Motion carried.

12. Others

Volk noted that there is an upcoming City Services Committee meeting to be held at the First Baptist Church on Saturday, December 15th at 10am. This meeting will be a one hour tour.

13. Adjournment

There being no other business to discuss, a motion was requested by Chair Volk to adjourn the meeting at 9:13 pm; Made by Liva and seconded by O'Brien. Motion carried.

Minutes respectfully submitted by: Jennifer Austin-Smith