Monday, March 7, 2016
5:30 PM

CITY COUNCIL AGENDA

I. Call to Order

1. Roll Call
2. Pledge of Allegiance

II. Appearance of Citizens

Policy relative to Appearance of Citizens:

A 15 minute time period is provided for citizens to appear and express their views before the City Council. Each citizen who appears will be limited to 3 minutes. No immediate response will be given by City Council or City staff members. Citizens are to give their documents to the Police Officer for distribution to the Council.

III. Approval of Minutes

Minutes of February 16, 2016 City Council Meeting

IV. Unfinished Business

V. New Business

1. Proclamations and Recognitions
2. An Ordinance Appropriating Monies for the Purpose of Defraying the Expenses of Several Departments and Funds of the City of Decatur, Illinois for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016, Including All Outstanding Claims and Obligiations, and Fixing a Time When the Same Shall Take Effect
3. Resolution Authorizing Real Estate Contract for Property Located in the 400-500 Blocks of East King Street, The 400-500 Blocks of East Central Avenue and the 800 Block of North Martin Luther King Jr. Drive in the Wabash Crossing Redevelopment Area
4. Resolution Amending Lease Agreement - Decatur Public Building Commission
5. Resolution to Appropriate Motor Fuel Tax Funds for Traffic Signal Maintenance and Street Maintenance by Municipality Under the Illinois Highway Code
6. Resolution Authorizing Local Agency Agreement for Federal Participation with the State of Illinois for the Improvement of Mound Road Bridge Over Spring Creek East, City Project 2013-25
7. Resolution to Appropriate Motor Fuel Tax Funds to Pay the City's Portion

of Construction Costs to Improve the Mound Road Bridge Over Spring Creek East by Municipality Under the Illinois Highway Code, City Project 2013-25

8. Ordinance Annexing Territory--1563 Allison Drive
9. Ordinance Annexing Territory--2565 E Mound Road
10. Consent Calendar: Items listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. If separate action is desired on any item, it will be removed from the Consent Calendar and considered separately.

    A. Receiving and Filing of Minutes of Board
    B. Ordinance Amending City Code Chapter 34, Section 32 - Traffic
    C. Resolution Accepting Bid of SCBAS, Inc., for Breathing Air Compressor, Fill Station and Cylinders, City Project 2016-02
    D. FY 2016 Resolution Authorizing Sub Recipient Agreement with the Coalition of Neighborhood Organizations (CONO)

VI. Other Business

VII. Recess to Closed Executive Session for the Purpose of a Discussion Regarding the Purchase or Lease of Real Property for the Use of the Public Body

VIII. Adjournment

Council Information - Decatur Human Relations Commission Annual Report 2015

CITY COUNCIL MINUTES
Tuesday, February 16, 2016

On Tuesday, February 16, 2016, the City Council of the City of Decatur, Illinois, met in Regular Meeting at 5:30 p.m., in the Council Chambers, One Gary K. Anderson Plaza, Decatur, Illinois.

Mayor Julie Moore Wolfe presided; together with her being Councilmen Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, Bill Faber and Chris Funk. Seven members present. Mayor Julie Moore Wolfe declared a quorum present.

City Manager Tim Gleason attended the meeting as well.

Mayor Julie Moore Wolfe led the Pledge of Allegiance to the Flag.

This being the time for Appearance of Citizens, the following citizens appeared:

Steven Luker shared his concerns about the recent Herald & Review report that the City Manager was taken to St. Louis in a police vehicle. Mr. Luker also requested to know why he was denied a grant to repair his house.

Charlotte Pickett expressed her opposition to the Local Motor Fuel Tax. Ms. Pickett thought Decatur already had enough taxes. She suggested that the Motor Fuel Tax should all be the same and the money should be for roads only.

Russell Shulke read a statement regarding prior City mayors' actions.

NAACP President Dr. Jeanelle Norman read a letter of support on behalf of the NAACP for the former Police Chief Brad Sweeney. She urged Council to examine the termination of Mr. Sweeney.

Jeff Miller suggested an independent investigator look into the allegation surrounding former Police Chief Brad Sweeney and City Manager Tim Gleason to protect their reputation.

Vince Shaw requested the Council support the Ordinance for a Local Motor Fuel Tax for the purpose of road repair. He expressed the importance of everyone paying the tax regardless of where they live so it will lessen the burden on Decatur citizens and shifts the cost onto all users of Decatur City streets. He urges Council to pass the Ordinance so work could begin to repair the crumbling streets.

Tom Winholtz asked Council to not pass the Local Motor Fuel Tax because of the burden it will put on senior citizens.

Sherry Procarione asked Council to cut programs first before implementing the gas tax.

Joel Riley spoke in favor of the gas tax.

The minutes of February 1, 2016 City Council meeting were presented. Councilman Jerry Dawson moved the minutes be approved as written; seconded by Councilman Pat McDaniel, and on call of the roll, Councilmen Lisa Gregory, Pat

McDaniel, Dana Ray, Jerry Dawson, Bill Faber, Chris Funk and Mayor Julie Moore Wolfe voted aye. Mayor Julie Moore Wolfe declared the motion carried.

This being the time set aside for unfinished business and there being none, Mayor Julie Moore Wolfe called for New Business.

This being the time set aside for Proclamations and Recognitions, a Proclamation was read by MacArthur High School student Artonia Dear proclaiming Decatur Boys & Girls Club Week, March 7 – 12, 2016.

2016-06 Ordinance Rezoning Property M-1 Intense Commercial/Light Industrial District and M-2 Heavy Industrial District to B-2 Commercial District 550 North Van Dyke Street, was presented.

Councilman Jerry Dawson moved the Ordinance do pass; seconded by Councilwoman Dana Ray.

Upon call of the roll, Councilmen Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, Bill Faber, Chris Funk and Mayor Julie Moore Wolfe voted aye. Mayor Julie Moore Wolfe declared the motion carried.

R2016-13 Resolution Authorizing the Execution of an Agreement and Purchase Order for SunGard Interface for Digital Ticket Program, was presented.

Councilman Jerry Dawson moved the Resolution do pass; seconded by Councilwoman Dana Ray.

Sherry Procarione asked Council to not go completely to a paperless ticket system.

Upon call of the roll, Councilmen Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, Bill Faber, Chris Funk and Mayor Julie Moore Wolfe voted aye. Mayor Julie Moore Wolfe declared the motion carried.

R2016-14 Resolution Authorizing the Execution of Agreement with the Macon County Circuit Clerk for the Digital Ticket Program, was presented.

Councilman Jerry Dawson moved the Resolution do pass; seconded by Councilwoman Dana Ray.

Upon call of the roll, Councilmen Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, Bill Faber, Chris Funk and Mayor Julie Moore Wolfe voted aye. Mayor Julie Moore Wolfe declared the motion carried.

R2016-15 Resolution Authorizing Professional Engineering Services Agreement to Crawford, Murphy & Tilly, Inc. for South Water Treatment Plant East Clarifiers Conversion Project, was presented.

Councilman Jerry Dawson moved the Resolution do pass; seconded by Councilwoman Dana Ray.

Keith Alexander gave a presentation to Council on the South Water Treatment Plant East Clarifiers Conversion Project. Mr. Alexander shared information about the water treatment purification process and the funding for the project. Ty Besalke with Crawford, Murphy & Tilly, Inc. (CMT) responded to Council questions regarding the claricone technology. Keith Alexander addressed Council questions about the selection of CMT. Mr. Alexander explained CMT has done several claricones and CMT does have experience in doing a project exactly like the one the City needs done. Councilman Pat McDaniel asked if there would have to be any more tax increases to do the project. Mr. Alexander believed the project can be afforded through the water rate increases already approved.

Upon call of the roll, Councilmen Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, Bill Faber, Chris Funk and Mayor Julie Moore Wolfe voted aye. Mayor Julie Moore Wolfe declared the motion carried.

R2016-16 Resolution Approving Expenditure for Caterpillar Wheel Loader Operator Compartment Roll Over Protection Structure (ROPS), was presented.

Councilman Jerry Dawson moved the Resolution do pass; seconded by Councilman Pat McDaniel.

Councilman Chris Funk inquired about the cabs deterioration. Public Works Director Rick Marley explained the equipment is used to load salt. If the City does not replace the roll over cages the City will not be able to use the equipment anymore; the equipment would be unsafe. The useful life may be extended four more years and the salvage value will be greater if the roll over cages are replaced.

Upon call of the roll, Councilmen Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, Bill Faber, Chris Funk and Mayor Julie Moore Wolfe voted aye. Mayor Julie Moore Wolfe declared the motion carried.

2016-07 Ordinance Annexing Territory – 11 Cloyds Drive, was presented.

Councilman Jerry Dawson moved the Ordinance do pass; seconded by Councilwoman Dana Ray.

Upon call of the roll, Councilmen Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, Bill Faber, Chris Funk and Mayor Julie Moore Wolfe voted aye. Mayor Julie Moore Wolfe declared the motion carried.

R2016-17 Resolution Authorizing an Agreement with Chastain & Associates, LLC for Preliminary Design of the Meadowlark Neighborhood Drainage Improvement Project, City Project 2016-01, was presented.

Councilman Jerry Dawson moved the Resolution do pass; seconded by Councilman Pat McDaniel.

Public Works Director Rick Marley responded to Councilwoman Lisa Gregory's inquiry about the project's timeline for construction. Mr. Marley explained the Master Plan described these projects in 2009, however, this project and others did not have funding. The Storm Water Utility fee was established in 2014 and the City is at a point where the work can begin on this project.

Upon call of the roll, Councilmen Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, Bill Faber, Chris Funk and Mayor Julie Moore Wolfe voted aye. Mayor Julie Moore Wolfe declared the motion carried.

R2016-18 Resolution Authorizing an Intergovernmental Cooperation Agreement with the Village of Long Creek and the Village of Mt. Zion, IL for Microsurfacing Projects, was presented.

Councilman Jerry Dawson moved the Resolution do pass; seconded by Councilwoman Dana Ray.

City Manager Tim Gleason addressed Sherry Procarione questions regarding what the project is for and why Mt. Zion was included. City Manager Tim Gleason stated microsurfacing is needed in these communities to improve the roadways. This is an agreement to maximize cost savings for the tax payers in each of these communities.

Upon call of the roll, Councilmen Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, Bill Faber, Chris Funk and Mayor Julie Moore Wolfe voted aye. Mayor Julie Moore Wolfe declared the motion carried.

2016-08 Ordinance Adding City Code Chapter 51.4 – Local Motor Fuel Tax, was presented.

Councilman Jerry Dawson moved the Ordinance do pass; seconded by Councilwoman Dana Ray.

City Manager Tim Gleason gave an overview of the proposed Local Motor Fuel Tax for the City of Decatur. The fuel tax would be .05 cents per gallon for non-diesel retail and bulk and then a .01 for diesel retail and bulk. The tax would go in effect on April 1, 2016. It would be dedicated to local roadway projects. A new line item has been created in the City budget to track the funds. There will be a new link on the City's website to track the funds and the work being done.

Councilwoman Lisa Gregory expressed it was important to her for the citizens to see where there money was going. Councilwoman Gregory proposed the language be used for Motor Fuel Tax was revenue produced by the tax imposed by this "Chapter shall be restricted in use to the construction and maintenance of municipal streets and extensions, sidewalk repairs and maintenance, curbing, grade separations and approaches and engineering services related to those above listed items". Councilwoman Gregory motioned that the language do pass; seconded by Councilman Jerry Dawson.

Upon call of the roll to approve the Amendment, Councilmen Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, Bill Faber, Chris Funk and Mayor Julie Moore Wolfe voted aye. Mayor Julie Moore Wolfe declared the motion carried.

Councilman Pat McDaniel inquired about the provision for an administrative cost. Corporation Counsel Wendy Morthland explained in Section 4. (d) there is an incentive of 1.75 percent of the tax if the people timely file the paperwork and remit the money. Finance Director Gregg Zientara said the 1.75 percent is the same as what the State allows. The money will be retained by the tax filer.

Councilman Pat McDaniel suggested a five year Sunset provision, he would go along with a ten year Sunset. Council had concerns about if the Sunset provision was too short it may be difficult to borrow money. Councilwoman Dana Ray suggested a 15 year Sunset. Councilman Bill Faber wanted to make sure the Council had the authority to resend the Ordinance at any time. Corporate Counsel Wendy Morthland explained Council could terminate the Ordinance at any time. The Council cannot bind future Councils from choosing to extend it either. Councilman Chris Funk wanted to understand what the community is getting and what the expectations were from the revenue. The Pavement Condition Index (PCI) rating is declining. Public Works Director Rick Marley explained Councilman Funk had identified the fact the PCI rating has declined and without any additional revenue it will continue to decline at the same rate or an increased rate. This money will allow us to do additional work. Mr. Marley will look into other surrounding cities PCI ratings and report back to Council. Councilman Funk encouraged people to call their legislators because of what the State of Illinois is not doing is costing citizens a lot of money. Mayor Julie Moore Wolfe preferred no Sunset at all. Mayor Moore Wolfe would like to see the roads begin to get fixed in 2016. Councilman Chris Funk would like to see the roads repaired on a consistent basis in the future; he would go along with a 10 year Sunset. Councilman Pat McDaniel motioned to add “Section 12. TERMINATION. This tax shall be in existence for no more than ten (10) years from the date of enactment and shall expire at the end of said ten year period without the necessity of further action by City Council or unless further affirmative action is taken by City Council to extend”; seconded by Councilwoman Dana Ray.

Upon call of the roll to approve the added language, Councilmen Pat McDaniel, Dana Ray, Jerry Dawson, Chris Funk and Mayor Julie Moore Wolfe voted aye. Councilmen Lisa Gregory and Bill Faber voted nay. Five ayes and two nays. Mayor Julie Moore Wolfe declared the motion carried.

Public Works Director Rick Marley addressed Council questions about what amount of revenue would propel the road work forward. Mr. Marley explained he does not have the ability to forecast pavement conditions and the costs of construction. City Manager Tim Gleason explained he does not know what the revenue needed is either. Staff will assess the existing taxes each year. Councilman Bill Faber said he would be voting against the Motor Fuel Tax increase because he believes he has a better plan through a City Service fee.

Citizens:

Russell Shulke suggested both fuel and diesel should be increased the same amount.

Max Pressgrove shared his concerns about the heavy vehicles damaging the roads. Mr. Pressgrove suggested the Council look at other retail items they could raise taxes on rather than fuel.

Bruce Washburn inquired about the administrative fee for diesel fuel.

Vince Shaw said the administrative fee will be a very minute amount.

Sherry Procarione asked Council to not vote for the tax; make cuts first.

Lester Clymer believed a Motor Fuel Tax would let the people using the streets pay for them.

Motion as amended in Sections 8 and 12, upon call of the roll, Councilmen Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, Chris Funk and Mayor Julie Moore Wolfe voted aye. Councilman Bill Faber voted nay. Six ayes and one nay. Mayor Julie Moore Wolfe declared the motion carried.

Mayor Julie Moore Wolfe called for Consent Calendar Items A through C and asked if any Council member wished to have an item removed from Consent Calendar. The Clerk read Items A - C:

A. Receiving and Filing of Minutes of Boards
B. 2016-09 Ordinance Amending City Code Chapter 52
C. R2016-19 Resolution Accepting Bid for Water Inventory Materials, Water Services

Councilman Jerry Dawson moved Items A through C be approved by Omnibus Vote; seconded by Councilwoman Pat McDaniel, and on call of the roll, Councilmen Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, Bill Faber, Chris Funk and Mayor Julie Moore Wolfe voted aye. Mayor Julie Moore Wolfe declared the motion carried.

This being the time set aside for Other Business, Councilman Bill Faber would like to have a Study Session on the residency requirement for all new City workers on March 21, 2016.

There being no further business, Councilman Jerry Dawson moved the regular Council meeting be adjourned; seconded by Councilwoman Dana Ray, and on call of the roll, Councilmen Lisa Gregory, Pat McDaniel, Dana Ray, Jerry Dawson, Bill Faber, Chris Funk and Mayor Julie Moore Wolfe voted aye. Mayor Julie Moore Wolfe declared the Council meeting adjourned at 7:45 p.m.

Approved ______________________
Debra G. Bright
City Clerk

Financial Management

DATE: 2/23/2016

MEMO: Letter to the Decatur City Council Financial Management Department Letter #2016-03

TO: Honorable Mayor Moore Wolfe and City Council Members

FROM: Tim Gleason, City Manager
Gregg Zientara, City Treasurer & Director of Finance

SUBJECT: AN ORDINANCE APPROPRIATING MONIES FOR THE PURPOSE OF DEFRAYING THE EXPENSES OF SEVERAL DEPARTMENTS AND FUNDS OF THE CITY OF DECATUR, ILLINOIS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2016 AND ENDING DECEMBER 31, 2016, INCLUDING ALL OUTSTANDING CLAIMS AND OBLIGATIONS, AND FIXING A TIME WHEN THE SAME SHALL TAKE EFFECT

SUMMARY RECOMMENDATION:
City Administration recommends City Council approval of the attached Ordinance, which provides appropriation approval for the City of Decatur to spend monies providing necessary and required services to the citizens, taxpayers and stakeholders of the City of Decatur.

BACKGROUND:
The Ordinance attached herewith includes spending authorization for the 2016 fiscal year budget previously adopted and approved by the City Council with Council passage of Resolution No. 2015-131 dated December 7, 2015, and includes additional spending appropriations required to deliver services not included in the 2016 fiscal year budget.

New appropriations and changes include as follows:

Fund	Fund Name	Revenue $	Expense $	Comment
47	Major Moves	60,000	60,000	Council Resolution R2016-01

	Total	60,000	60,000	

Council Resolution R2016-01 adopted by City Council on January 19, 2016 approved a consulting services agreement with Schneider & Associates to perform specified transportation related advisory services to the City of Decatur and Macon County. This expense was not contemplated in the budget adopted by Council with Council Resolution R2015-131 dated December 7, 2015. The $60,000 consulting service fee is shared equally between the City of Decatur and Macon County. The City has invoiced Macon County $30,000 for the County share of the consulting service fee with expected payment receipt within the next 30 days.

POTENTIAL OBJECTIONS: There are no known objections to this ordinance request.

INPUT FROM OTHER SOURCES:
No input from other sources.

STAFF REFERENCE: Tim Gleason, City Manager Gregg Zientara, City Treasurer and Director of Finance

BUDGET/TIME IMPLICATIONS:
The City of Decatur, as an Appropriation Municipality, as determined by prior action of the City Council, follows State of Illinois statutory requirements which define the actions required by the City Council to establish the legal authority for the City to expend monies in the fiscal year. Such statutory requirements include the approval and adoption of the annual appropriation ordinance before the end of the 1st Quarter of the fiscal year. Failure to approve and adopt a new annual appropriation ordinance, limits the City's legal authority to expend monies to the last approved and adopted annual appropriation ordinance, or until the Council approves and adopts additional spending ordinances.

ATTACHMENTS:

Description	Type
Ordinance	Ordinance
Ordinance attachment	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Financial Management	Bright, Debbie	Approved	3/3/2016 - 3:07 PM

ORDINANCE NO. 2016-

AN ORDINANCE APPROPRIATING MONIES FOR THE PURPOSE OF DEFRAYING THE EXPENSES OF SEVERAL DEPARTMENTS AND FUNDS OF THE CITY OF DECATUR, ILLINOIS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2016 AND ENDING DECEMBER 31, 2016, INCLUDING ALL OUTSTANDING CLAIMS AND OBLIGATIONS, AND FIXING A TIME WHEN THE SAME SHALL TAKE EFFECT

WHEREAS, It is necessary to pass this Ordinance in order to appropriate monies to defray the expenses of several departments and funds of the City of Decatur, Illinois for fiscal year beginning January 1, 2016 and ending December 31, 2016.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF DECATUR, ILLINOIS, AS FOLLOWS:

SECTION 1. For the expenses of the City Government, its various departments and funds for the fiscal year ending December 31, 2016, the following sums of money, as set forth in the attached schedule which is made a part hereof, are hereby appropriated and ordered set apart out of the funds hereinafter named, and for the purposes hereinafter specified, subject to the laws governing the same. The sums herein appropriated shall be deemed to include all expenditures authorized to be made in said year, unless otherwise expressly stipulated or provided by the laws.

SECTION 2. For the fiscal year ending December 31, 2016, the above appropriations are made within the following Funds of the City:

(10) General Fund
(12) Economic Development Fund
(17) HOME Fund
(18) Community Development Block Grant (CDBG) Fund
(19) Olde Towne TIF Fund
(20) Southeast Plaza TIF Fund
(21) Wabash Crossing TIF Fund
(22) DUATS Fund
(23) Eastgate TIF Fund
(24) Southside TIF Fund
(25) Drug Enforcement Fund
(26) DUI Fines and Fees Fund
(27) Police Lab & Programs Fund
(28) Pines TIF Fund
(29) Grand & Oakland TIF Fund
(32) Fire Grant Fund
(33) Police Capital Fund
(34) Building Fund
(35) Library Fund
(36) Municipal Band Fund
(39) Justice Admin Grant Fund
(40) PEG Capital Fund
(42) Local Streets and Roads
(43) 2010 Project Fund
(45) Capital Project Fund
(46) Motor Fuel Tax Fund
(47) Major Moves Fund
(49) Fire Capital Fund

(50) Debt Fund
(58) Library Capital Fund
(59) Library Trust Fund
(60) Fleet Maintenance Fund
(61) Equipment Replacement Fund
(64) Risk Management Fund
(65) Employee Benefit Fund
(70) Mass Transit Fund
(78) Storm Water Fund
(79) Sewer Fund
(80) Water Operations Fund
(81) Water Capital Fund
(82) DCDF Fund
(83) Neighborhood Improvement Fund
(84) Urban Revitalization Fund
(85) Grant Fund
(88) Recycling Fund
(89) Water Bond Construction Fund
(90) Fire Pension Fund
(91) Police Pension Fund

SECTION 3. This Ordinance shall be in full-force and effect after its passage by the Council and approval by the Mayor.

PRESENTED and ADOPTED this 7th day of March, 2016.

____
Julie Moore Wolfe, Mayor

ATTEST:

____
City Clerk

City of Decatur, Illinois
2016 Fiscal Year Annual Appropriation

Fund	Fund Name	2016 Budget Council Adopted Expense	2016 Open Encumbrances	2016 New Appropriations	2016 Total Appropriation
10	**General Fund**	65,500,000			65,500,000
	Other Funds				
12	Economic Development Development	767,000			767,000
17	HOME	907,100			907,100
18	CDBG	1,669,300			1,669,300
19	TIF Old Towne	957,697			957,697
20	TIF Southeast Plaza	405,000			405,000
21	TIF Wabash Crossing	75,000			75,000
22	DUATS	320,035			320,035
23	TIF Eastgate	278,300			278,300
24	TIF South Side	-			-
25	Police Drug Enforcement	477,392			477,392
26	Police DUI Fines & Fees	132,500			132,500
27	Police Lab & Programs	34,700			34,700
28	TIF Pines Shopping	109,400			109,400
29	TIF Grand & Oakland	60,000			60,000
32	Fire Grants	100,000			100,000
33	Police Capital Fund	650,638			650,638
34	Building Fund	3,291,800			3,291,800
35	City of Decatur Library	3,565,220			3,565,220
36	Municipal Band	94,856			94,856
39	Police Justice Admin Grant	30,500			30,500
40	PEG Capital	150,000			150,000
42	Local Streets and Roads	1,500,000			1,500,000
43	2010 Bond Project	388,100			388,100
45	Capital Project	105,500			105,500
46	Motor Fuel Tax	3,320,313			3,320,313
47	Major Moves	991,435		60,000	1,051,435
49	Fire Capital	541,629			541,629
50	Debt Service	11,228,223			11,228,223
58	Library Capital	-			-
59	Library Trust	199,500			199,500
60	Fleet Maintenance	2,757,147			2,757,147
61	Equipment Replacement	270,000			270,000
64	Risk Management	3,026,489			3,026,489
65	Employee Benefit	10,141,384			10,141,384
70	Mass Transit Operations	9,785,661			9,785,661
78	Storm Water	1,508,681			1,508,681
79	Sewer	10,578,884			10,578,884
80	Water Operating	23,996,998			23,996,998
81	Water Capital	4,231,935			4,231,935
82	DCDF	120,320			120,320
83	Neighborhood Improvements	65,000			65,000
84	Urban Revitalization	777,000			777,000
85	Grants	222,310			222,310
88	Recycling	671,545			671,545
89	Water Bond Construction	18,899,615			18,899,615
90	Firefighters Pension	7,715,532			7,715,532
91	Police Pension	7,629,343			7,629,343
	Total Other Funds	134,748,982	-	60,000	134,808,982
	Total of All Funds	200,248,982	-	60,000	200,308,982

Office of the City Treasurer
March 7, 2016

Development Services Memorandum

DATE: March 2, 2016

TO: Honorable Mayor Julie Moore Wolfe and City Council

FROM: Tim Gleason, City Manager
Billy Tyus, Assistant City Manager for Development Services
Richelle Irons, Director of Neighborhood Services
Patrick Hoban, Economic Development Officer

SUBJECT: Resolution Authorizing Real Estate Contract for Property Located in the 400-500 Blocks of East King Street, the 400-500 Blocks of East Central Avenue and the 800 Block of North Martin Luther King Jr. Drive in the Wabash Crossing Redevelopment Area

SUMMARY RECOMMENDATION: It is recommended that the City Council approve the sale of land in the Wabash Crossing area to the Northeast Community Fund for $650 to facilitate the construction of a facility housing a food pantry, financial and furniture assistance programs and associated services.

BACKGROUND: Over the last several months we have had discussions about creating a social services campus on what is currently city owned vacant land in Wabash Crossing. We believe that City Council approval of the land sale to facilitate the new Crossing Healthcare Development provided a spark for future development of similar and complimentary uses that can serve both residents who live in the area and thousands of others throughout our community who might be in need. In addition to this proposal, we anticipate bringing two agreements for your consideration in the coming weeks that could represent exciting additions to the Wabash area and serve a much-needed community need while leading to the development of land that – for years now – has stood vacant.

According to its website, the Northeast Community Fund was established in 1969 as the St. John's Northeast Community Fund founded by St. John's Lutheran Church and local businesses Wagner Castings, CB&Q Foundries and Superior Welding. Today the organization assists thousands of individuals each year with services that include a food pantry, clothing and prescription medication assistance, furniture, a micro-finance program and financial counseling, among others. All services are primarily targeted towards low-income or homeless individuals and families, seniors and veterans on a fixed income.

The City has been working with Northeast Community Fund to target a location for a new proposed 30,000 square foot space to provide its services, agreeing in principle to transfer city owned land in the Wabash Crossing area to the East of Crossing Healthcare to house the new facility. According to Northeast representatives the new space would:

- Provide for a much needed increase in warehouse storage for weekly delivery of dry goods, as well as cold products.
- Allow for easier access for delivery trucks and provide an adequate loading dock.
- Improve the flow of clients allowing the organization to serve a greater number of people each day.

The proposed development is in line with the City Council goal of redeveloping the community's neighborhoods and reusing vacant facilities or lots for redevelopment whenever possible. We believe that the land sale and resulting project would be good for the community and the neighborhood, allowing for the continued growth of a long-standing community partner.

POTENTIAL OBJECTION: There are no known objections to this resolution.

INPUT FROM OTHER SOURCES: Northeast Community Fund

STAFF REFERENCE: Billy Tyus, Assistant City Manager for Development Services can be reached at btyus@decaturil.gov or 217-424-2727, Richelle Irons, Director of Neighborhood Services at rirons@decaturil.gov or217-424-2864 or Patrick Hoban, Economic Development Officer at phoban@decaturil.gov or 217-424-2778.

BUDGET/TIME IMPLICATIONS: None

RESOLUTION NO. R___________

RESOLUTION AUTHORIZING REAL ESTATE CONTRACT FOR PROPERTY LOCATED IN THE 400-500 BLOCKS OF EAST KING STREET, THE 400-500 BLOCKS OF EAST CENTRAL AVENUE AND THE 800 BLOCK OF NORTH MARTIN LUTHER KING JR. DRIVE IN THE WABASH CROSSING REDEVELOPMENT AREA

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the Contract of Sale presented to the City Council herewith between the City of Decatur and the Northeast Community Fund for the Sale of Property located at Wabash Crossing as described in the attached Exhibit A for $650 be, and the same is hereby received, placed on file and approved.

Section 2. That the Mayor and City Clerk be, and they are hereby, authorized and directed to sign said Contract of Sale on behalf of the City of Decatur, and furthermore, that the City Manager be, and he is hereby, further authorized to cause to be done that which may appear to be appropriate to cause said real estate to be sold by and on behalf of the City.

PRESENTED and ADOPTED this 7th day of March, 2016.

____
JULIE MOORE WOLFE, MAYOR

ATTEST:

____
CITY CLERK

CONTRACT OF SALE

THIS CONTRACT OF SALE ("Contract") by and between the CITY OF DECATUR, an Illinois municipal corporation ("Seller"), and the NORTHEAST COMMUNITY FUND, a not-for- profit Corporation in good standing currently located at 825 N. Water St., DECATUR, ILLINOIS ("Buyer"),

WITNESSETH:

Seller agrees to sell, and Buyer agrees to purchase on the terms and conditions hereinafter set forth, the unimproved real estate situated in Macon County, Illinois, described on Exhibit A attached hereto and incorporated herein (the "Property").

1. Purchase Price. The purchase price for the Property is Six Hundred Fifty ($650.00) Dollars, and other good and valuable consideration. Buyer shall pay to Seller at closing Six Hundred Fifty Dollars ($650.00) Dollars, less closing adjustments.

2. No Representations. Seller makes no representations, warranties or guarantees of any kind concerning the property, its condition, or its suitability for Buyer's proposed use, whether express or implied, oral or written. Buyer acknowledges the Property is purchased "as is", subject to all patent and latent faults and defects, whether discovered or not, with no representations from Seller, and based solely on Buyer's inspection, testing, and investigation of the Property.

Buyer accepts title to the property "as is". Buyer acknowledges Seller makes no representations regarding the condition of title to the property. Buyer bears sole responsibility for the condition of title to the property. Buyer represents that prior to entering this Contract of Sale, it has fully informed itself as to the condition of title to the property, and accepts title, including discovered and undiscovered defects or clouds, fully without exception, and without recourse against Seller. Buyer fully waives, relinquishes, and releases any and all claim or claims against Seller related to defects or clouds upon title, whether discovered or not.

Buyer acknowledges that the provisions of this Paragraph 2 are an integral component of this Contract, and that Seller would not agree to sell the Property to Buyer for the purchase price without the provisions of this Paragraph 2, and further acknowledges that the provisions of this Paragraph 2 shall survive the sale of the Property.

3. Conditions Precedent.

A. Seller's obligations under this Contract are subject to the following conditions:

(1) Buyer shall promptly commence construction of a structure to be operated by a not-for-profit corporation and used exclusively for providing a free food pantry, clothing and prescription assistance, household furnishings, financial counseling, and associated services serving at least 51% low-to-moderate income residents as defined by the U.S. Department of Housing and Urban Development, or similar not-for-profit uses agreed upon in writing by Seller; and

(2) Buyer shall submit a project pro forma for construction and future operation of the structure to be constructed, subject to Seller's review and approval; and

(3) Buyer shall submit to Seller all required building plans, site plans, landscape, and lighting plans for said structure, which shall be prepared and sealed by an Illinois licensed and registered Professional Engineer and/or licensed architect, if required; and

(4) Said plans shall meet requirements of the City of Decatur codes and ordinances, and shall meet or exceed all applicable building and zoning requirements; and

(5) Buyer shall obtain all required approvals and permits from all governmental authorities having jurisdiction over the Property and which may be necessary to permit Buyer's proposed development of the Property; and

(6) Buyer shall maintain all utility easements within, or relocate all utilities from, a part of the 16 foot alley located in Block 2 of Durfee Warren & Co's

2nd Addition as per Plat recorded in Book 50 page 371 of the Records in the Recorder's Office of Macon County Illinois more particularly described on Exhibit B, attached hereto.

(7) Buyer shall provide Seller with proof of adequate project financing in the form of verification from a financial institution, letter of credit, bond payable to the City of Decatur, or other means of verification, as mutually agreed upon by Buyer and Seller.

(8) The foregoing conditions shall be completed to Seller's satisfaction no later than the end of the ninth month following the effective date of this Contract. If all of the foregoing conditions are not satisfied to Seller's satisfaction on or before the end of the ninth month following the effective date of this Contract, then Buyer shall be in default. As used herein, "effective date" shall mean the date the Contract is last executed by a party. If Seller terminates this contract for Buyer's default, Buyer shall convey title to the premises back to Seller, with Buyer paying all costs associated with the transfer, including real estate taxes and special assessments due and unpaid from the date of closing (Seller to Buyer) to the date of recording of the deed from Buyer to the City of Decatur, based upon the most recent property tax bill for the Property. Buyer shall also pay any costs associated with remediating any changes or improvements made to the premises by Buyer, its successors and assigns, as deemed necessary in the sole discretion of the Seller.

(9) In the event the construction described herein is not substantially completed within one year of the date of closing, Buyer shall be in default.

(10) Buyer shall execute a quitclaim deed which shall be delivered to Seller at closing, conveying Buyer's interest in the Property in fee simple back to the City of Decatur. Said deed shall only be recorded in the event of Buyer's default, and only following reasonable notice and failure to cure, as provided in the default paragraph of this Contract. If Buyer defaults and fails to cure, Buyer shall be responsible for and pay any and all costs associated with the transfer, including real estate taxes due and unpaid

from the date of closing to the date the deed from Buyer to the City of Decatur is recorded, which taxes shall be computed using the most recent property tax bill for the Property, and all costs associated with remediating any changes or improvements made to premises by Buyer, its successors and assigns, as deemed necessary in the sole discretion of the Seller.

(11) Buyer agrees that the Property shall, for a period of not less than ten (10) years from the date of closing, be used exclusively by a not-for-profit corporation for providing a free food pantry, clothing and prescription assistance, household furnishings, financial counseling and associated services serving at least 51% low-to-moderate income residents as defined by the U.S. Department of Housing and Urban Development, or similar not-for-profit use agreed to in writing by Seller. Buyer further agrees to allow Seller or its designee adequate access at reasonable hours and upon reasonable notice, to allow Seller to monitor compliance with the use requirements. This requirement shall survive the closing, and shall be specifically enforceable by Seller and its successor(s) or assign(s) for a period of not less than ten (10) years following the date of closing.

B. Buyer’s Obligations. Buyer's obligations under this Contract are subject to the following conditions:

Buyer represents that it is fully informed as to the state of title to the property, and that it has had adequate opportunity, at its sole expense and option, to obtain such title reports and surveys regarding the Property as Buyer may choose. Buyer shall advise Seller in writing within 30 days after the effective date of this agreement of any defect in the condition of title disclosed by such reports or surveys. In the event of such notice, the conveyance to Buyer shall be delayed for a reasonable time, to allow Seller to decide whether to cure the disclosed condition of title. If Seller is unable or unwilling to cure the disclosed condition of title within a reasonable time after notice thereof, Buyer or Seller may elect to cancel and terminate this Contract. In such event, Seller shall refund to Buyer any sums paid hereunder, if Buyer shall so elect. Failure to notify Seller of any objection to the condition of title shall constitute a waiver thereof.

Notwithstanding the foregoing, Seller makes no representations regarding the condition of title, and offers only to convey title "as is", without exceptions.

4. Closing. The time and place of settlement ("closing") shall be fixed by mutual agreement of the parties not more than 60 days after the effective date of this agreement.

(A) Not later than the date of the closing, Buyer shall deliver to Seller or cause to be paid:

(i) All documents as Seller's counsel may reasonably require; and

(ii) The cost of recording any release of any lien in favor of the City of Decatur only; and

(iii) The cost of recording the quit claim deed conveying Seller's interest to Buyer; and

(iv) The cost of Illinois revenue stamps if required; and

(v) The purchase price for the Property ($650.00)

(B) Not later than the date of the closing, Seller shall deliver to Buyer:

(i) Its executed quitclaim deed to the Premises, conveying the property in fee simple, subject to: 2015 real estate taxes and assessments and subsequent years not yet due and payable; easements, agreements, restrictions and other matters of record, with no exceptions, and subject to the conditions set forth below.

(ii) A sufficient release of any lien or liens in favor of the City of Decatur; and,

(iii) Such other documents as Buyer's counsel may reasonably require.

(C) The deed shall require Buyer, its successors and assigns to:

(i) Construct on the Property a structure which shall be used exclusively by a not-for-profit corporation to provide a free food pantry, clothing and prescription assistance, household furnishings, financial counseling and associated services, serving at least 51% low-to-moderate income residents as defined by the U.S. Department of Housing and Urban Development or similar not-for-profit use agreed to in writing by the Seller; and

(ii) Allow Seller or its designee to monitor compliance with the use of the Property requirement, as may be required by the U.S. Department of Housing and Urban Development and allowed under federal law; and

(iii) Substantially complete construction of said structure within one (1) year of the date of closing (subject to force majeure delays); and

(iv) Transfer ownership from Buyer back to the City of Decatur in the event Buyer fails to substantially complete construction of the structure within one (1) year of the date of closing.

(5) Substantial Completion. Substantial completion shall mean complete construction of the shell and core, with finished interiors of common areas. Substantial completion shall be evidenced by issuance of a certificate of occupancy under applicable codes of the City of Decatur, excluding minor and ancillary alterations, or additional work.

(6) Use Restriction. The requirements: (a) that a structure be constructed and operated by a not-for-profit corporation providing a free food pantry, clothing, and prescription assistance, household furnishings, financial counseling and associated services serving at least 51% low-to-moderate income residents as defined by the U.S. Department of Housing and Urban Development, or similar not-for-profit uses agreed to in writing by the Seller; and (b) that Buyer, its successors and assigns allow Seller reasonable access to the property to monitor compliance with this requirement, shall survive the date of closing and shall be specifically enforceable by the Seller, its successors and assigns for not less than ten (10) years from the date of closing.

(7) Access to the Property. At any time after the effective date of this Contract, with advanced approval of Seller, architects and engineers of Buyer shall have reasonable access to the Property during business hours for the purpose of measurement and preparation of design plans for Buyer. Buyer shall indemnify and hold Seller harmless from and against all losses, costs, damages and liabilities arising out of Buyer or any of its employees, agents or contractors entering the Property.

(8) Possession. Possession. Buyer shall have the right to take possession of the Property on completion of the closing.

(9) Actions Affecting the Property. While this Contract is in effect, Seller shall not:

(a) Enter into, or amend any contracts, options, leases, easements or other agreements adversely affecting the Property; or

(b) Take any action which would adversely affect the ownership or condition of the Property.

(10) Title Commitment. Buyer shall obtain a current title commitment for an owner's title insurance policy for the Property at it sole expense. Buyer shall pay all title examination fees or other expenses of the Title Company for issuing such title commitment.

(11) Environmental Concerns. To the full extent permitted by law, Buyer releases, holds harmless, and indemnifies Seller for environmental defects on the Premises.

(12) Default. Either party's failure to comply with, and/or abide by any material term or condition of this Contract shall constitute default. Upon reasonable notice to the defaulting party, reasonable opportunity to cure, and failure of the defaulting party to cure the default, the non-defaulting party may pursue all legal remedies available under the laws of the State of Illinois, including but not limited to termination of this Contract, and/or specific performance of this Contract.

(13) Assignment. Neither Seller nor Buyer may assign this Agreement or any interest in the Property without the prior written consent of the other. The

terms of this agreement and shall be binding on the parties, their respective successors, personal representatives, heirs and assigns.

(14) Miscellaneous

(a) This Contract shall be void if not fully executed within thirty (30) days following contract approval by the Decatur City Council.

(b) Any notice which either party may be required to give hereunder or which either party is permitted or may desire to give to the other party shall be in writing and given either personally or by mailing the same by registered or certified mail, return receipt requested, to the party to whom notice is directed at the address of such party as follows:

Seller: City of Decatur
#1 Gary K. Anderson Plaza
Decatur, IL 62523

Buyer: Jerome Pelz
Director, Northeast Community Fund
825 N. Water Street
Decatur, IL 62523

Any notice served by mail shall be deemed given on the day in which the same is postmarked and deposited in the United States mail, addressed as above provided with postage thereon fully prepaid. Either party may change the party or address to which any such notice is to be addressed by giving written notice to the other party of such change. Any time limitation provided for in this Contract shall begin on the date that the party actually receives such notice, or refuses to accept delivery, and the date of postmark of any return receipt indicating the date of delivery of such notice to the addressee shall be conclusive evidence of such receipt.

(c) This Contract constitutes the entire agreement between Seller and Buyer, and there are no other covenants, agreements, or conditions, either oral or written, between them concerning the Property other than those set forth in this Contract. No subsequent change, deletion or addition to this Contract shall be binding unless in writing and signed by both parties.

(d) The headings, captions, numbering systems, etc., are inserted only as a matter of convenience and shall not be considered in interpreting the provisions of this Contract.

(e) All of the provisions of this Contract shall be binding upon the personal representatives, heirs, successors and permitted assigns of both parties.

(f) If any of the dates or time periods in this Contract fall or end on a Saturday, Sunday or U.S. bank holiday, then such date or time period shall be extended until the next business day other than a Saturday, Sunday or U.S. bank holiday.

(g) This contract shall be interpreted using the laws of the State of Illinois. The sole venue for resolution of any dispute arising under this contract shall be the Circuit Court in and for the County of Macon.

DATED this ________ day of ___________________________, 2016.

SELLER:	BUYER:
CITY OF DECATUR	NORTHEAST COMMUNITY FUND
By:____________________________	BY:____________________________
Dated: _________________________	Dated:__________________________
Address: _______________________	Address: ________________________
_______________________	________________________
_______________________	________________________

ATTEST:

____

CITY CLERK

PROPERTY LEGAL DESCRIPTION

Lots One (1) thru Seven (7) and Lots Nine (9) thru Eleven (11) and Lots Twenty (20) thru Thirty (30) all in Block Two (2) of Durfee Warren and Co.'s 2nd Addition as per Plat recorded in Book 50, Page 371 of the Records in the Recorder's Office of Macon County, Illinois. Situated in Macon County, Illinois.

AND

A part of the Sixteen (16) foot alley located in Block Two (2) of Durfee Warren and Co.'s 2nd Addition as Per Plat recorded in Book 50, Page 371 of the Records in the Recorder's Office of Macon County, Illinois, lying north of and adjacent to Lots Twenty (20) thru Thirty (30) in said Block Two (2), said alley more particularly described as follows: Beginning at the Northwest corner of Lot Twenty (20) in Block Two (2) of Durfee Warren and Co.'s 2nd Addition; thence north to the Southwest corner of Lot Eleven (11) in Block Two (2) of Durfee Warren and Co.'s 2nd Addition; thence easterly along the south lot lines of Lots Eleven (11) thru One (1) in Block Two (2) of Durfee Warren and Co. 2nd Addition to the Southeast corner of Lot One (1) in Block Two (2) of Durfee Warren and Co.'s 2nd Addition; thence southerly to the Northeast corner of Lot Thirty (30) in Block Two (2) in Durfee Warren and Co.'s 2nd Addition; thence westerly along the north lot lines of Lots Thirty (30) thru Twenty (20) in Block Two (2) Durfee Warren and Co.'s 2nd Addition to the point of beginning.

EXHIBIT A

ALLEY – LEGAL DESCRIPTION

A part of the Sixteen (16) foot alley located in Block Two (2) of Durfee Warren and Co.'s 2nd Addition as Per Plat recorded in Book 50, Page 371 of the Records in the Recorder's Office of Macon County, Illinois, lying north of and adjacent to Lots Twenty (20) thru Thirty (30) in said Block Two (2), said alley more particularly described as follows: Beginning at the Northwest corner of Lot Twenty (20) in Block Two (2) of Durfee Warren and Co.'s 2nd Addition; thence north to the Southwest corner of Lot Eleven (11) in Block Two (2) of Durfee Warren and Co.'s 2nd Addition; thence easterly along the south lot lines of Lots Eleven (11) thru One (1) in Block Two (2) of Durfee Warren and Co. 2nd Addition to the Southeast corner of Lot One (1) in Block Two (2) of Durfee Warren and Co.'s 2nd Addition; thence southerly to the Northeast corner of Lot Thirty (30) in Block Two (2) in Durfee Warren and Co.'s 2nd Addition; thence westerly along the north lot lines of Lots Thirty (30) thru Twenty (20) in Block Two (2) Durfee Warren and Co.'s 2nd Addition to the point of beginning.

EXHIBIT B

Police Department

DATE: 3/7/2016

MEMO: 16-20

TO: The Honorable Mayor Moore Wolfe and City Council Members

FROM: Timothy A. Gleason, City Manager
James E. Getz Jr., Interim Chief of Police

SUBJECT: Resolution Amending Lease Agreement with the Decatur Public Building Commission

SUMMARY RECOMMENDATION: City Administration recommends City Council approval of the attached Amendment to Lease regarding the space occupied by the Decatur Police Department at the Law Enforcement Center.

BACKGROUND: The lease of space at the Law Enforcement Center for the Emergency Communications Center is due for renewal to continue occupying the rooms identified in the Amendment.

POTENTIAL OBJECTIONS: None anticipated.

STAFF REFERENCE: Timothy Gleason, City Manager; Interim Chief of Police James Getz

COPY: The Amendment to Lease is for a one year term from January 1, 2016 through December 31, 2016, with an annual rental of Thirty-two Thousand Seven Hundred Eighteen Dollars ($32,718).

ATTACHMENTS:

Description	Type
Resolution Amending Lease Agreement - Decatur Public Building Commission	Resolution Letter
Amendment to Lease	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Police Department	Bright, Debbie	Approved	3/3/2016 - 3:08 PM

RESOLUTION NO. R2016 - ________

RESOLUTION AMENDING LEASE AGREEMENT
- DECATUR PUBLIC BUILDING COMMISSION -

BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the Amendment to the Lease Agreement presented to Council herewith between the City of Decatur and the Decatur Public Building Commission regarding the lease of a portion of the Law Enforcement Center, 333 South Franklin Street, Decatur, Illinois, be, and the same is hereby, received, placed on file and approved.

Section 2. That the Mayor and City Clerk be, and they are hereby, authorized and directed to sign, seal and attest said Lease on behalf of the City.

PRESENTED AND ADOPTED THIS 7th day of March, 2016.

____
Julie Moore Wolfe
MAYOR

ATTEST:

____
CITY CLERK

AMENDMENT TO LEASE

The Lease between the City of Decatur, Illinois (City) and the Decatur Public Building Commission (Commission) for the lease by the City from the Commission of that portion of the Law Enforcement Center, 333 South Franklin Street, Decatur, Illinois, known as the Dispatch Center, consisting of rooms 146, 147, 148 and 150, is amended so that Section B, Term and Rent, shall read as follows:

B. The term of this Lease is one (1) year beginning January 1, 2016 and ending December 31, 2016, with an annual rental of Thirty-two Thousand Seven Hundred Eighteen Dollars ($32,718) to be paid in monthly installments of Two Thousand Seven Hundred Twenty-Six and 50/100ths Dollars ($2,726.50), with the first payment due on January 1, 2016 and the succeeding payments due on the first day of each month thereafter. Either City or Commission may terminate the lease by giving sixty (60) days' notice prior to the termination date.

The described Lease with the amendment herein indicated is in full force and effect as amended.

DECATUR PUBLIC BUILDING COMMISSION
MACON COUNTY, ILLINOIS

(SEAL)

By____________________________
Chairman

ATTEST

____
~~Secretary~~ Assistant Chairman

CITY OF DECATUR, MACON COUNTY, ILLINOIS

(SEAL)

By____________________________
Mayor

ATTEST

____
City Clerk

DATE: 2/17/2016

MEMO: 2016-05

TO: Honorable Mayor Moore Wolfe and City Council Members

FROM: Tim Gleason, City Manager
Richard G. Marley, P.E., Public Works Director

SUBJECT: Allocation of Motor Fuel Tax Funds for Municipal Maintenance Costs

SUMMARY RECOMMENDATION: It is recommended by staff that the City Council approve the attached resolution approving $807,000.00 in State Motor Fuel Tax (MFT) funds dedicated to general street maintenance, and that the Mayor be authorized to sign said resolution, and the City Clerk to attest. Items covered by this allocation specifically include:

- Reimbursing the General fund for annual traffic signal maintenance costs,
- Providing concrete for street maintenance work performed by City forces,
- Purchasing road salt to support the City's winter maintenance operations.

BACKGROUND: Traffic Signal Maintenance
For many years the City has allocated State MFT funds to reimburse the General Fund for the traffic signal maintenance operations performed by the Public Works Department. The funds cover the salary and benefits of two City Electricians, the costs of their vehicles, materials used, traffic signal electricity costs, and contracted services. The Illinois Department of Transportation (IDOT) reimburses the City for a portion of the maintenance work, materials, and electricity costs incurred for maintaining traffic signals located on State highways in the City. These reimbursements are deposited into the MFT fund.

Concrete for Street Maintenance
In 2013, the City began allocating State MFT funds to provide concrete for street maintenance work performed by the City staff with the Public Works Department. City crews are able to perform concrete repairs at a lower cost than can be obtained by contracting out similar work. Increasing the materials available for concrete repair work improves the ability of the City to maintain its street system and stretch its limited funds further.

Road Salt
The City purchases road salt to help clear ice from the streets during the winter. Salt purchases are made through the State bidding process conducted by Illinois Department of

Central Management Services (CMS). In the spring of each year, the City must place an order with CMS before bids are received. Prior to 2014, the City purchased road salt from the General Operating Fund; however, due to current budget difficulties and road salt costs, the State MFT allocation includes funding to purchase road salt for the City's winter operations.

SCHEDULE:
Traffic signal maintenance and concrete street work are ongoing operations year round. Sufficient salt is purchased as necessary to support winter snow/ice removal operations and to assure that each winter season begins with a full salt supply on hand. Additional salt is purchased as the City's salt reserves are depleted.

PRIOR COUNCIL ACTION: Each year the City Council appropriates State Motor Fuel Tax (MFT) funds for general street maintenance operations. In 2014, the City began including road salt as part of the yearly MFT expenditure estimate. This allocation is identified each fiscal year in the City's Capital Improvement Plan.

POTENTIAL OBJECTIONS: None

INPUT FROM OTHER SOURCES: Illinois Department of Trasportation

STAFF REFERENCE: Richard Marley, Public Works Director and Matt Newell, City Engineer. Richard Marley will be in attendance at the City Council meeting to answer any questions of the Council on this item.

BUDGET/TIME IMPLICATIONS: **Budget Impact:** Funding for the current year's general maintenance street work is allocated in the State Motor Fuel Tax fund of $787,000.00 and is expended through the year in support of the identified operations.

Staffing Impact: Staffing time is allocated for these operations.

ATTACHMENTS:

Description	Type
2016-05 MFT Resolution	Resolution Letter
2016-05 BLR 14230 IDOT Resolution	Backup Material
2016-05 BLR 14231 IDOT Estimate Maint. Costs	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Public Works	Bright, Debbie	Approved	3/3/2016 - 12:13 PM

RESOLUTION NO. ________

RESOLUTION TO APPROPRIATE MOTOR FUEL TAX FUNDS FOR TRAFFIC SIGNAL MAINTENANCE AND STREET MAINTENANCE BY MUNICIPALITY UNDER THE ILLINOIS HIGHWAY CODE

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That there is hereby appropriated the sum of $807,000.00, of Motor Fuel Tax funds for the purpose of traffic signal maintenance, to provide concrete for street maintenance and purchase road salt for the City of Decatur, Illinois, from January 1, 2016 to December 31, 2016.

Section 2. That traffic signal maintenance, concrete for street maintenance, the purchase of road salt and operations as listed and described on the Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

Section 3. That the Clerk shall, as soon as practicable after the close of the period as given above, submit to the Department of Transportation on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

Section 4. That the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Effingham, Illinois.

PRESENTED and ADOPTED this 7th day of March, 2016.

____
JULIE MOORE WOLFE, MAYOR

ATTEST:

____
DEBBIE BRIGHT, CITY CLERK

Illinois Department of Transportation

Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code

BE IT RESOLVED, by the City Council (Council or President and Board of Trustees) of the City (City, Town or Village) of Decatur (Name), Illinois, that there is hereby appropriated the sum of $807,000.00 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 2016 (Date) to December 31, 2016 (Date).

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department , a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Effingham, Illinois.

I, Tara Bachstein Clerk in and for the City (City, Town or Village) of Decatur, County of Macon hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the City Council (Council or President and Board of Trustees) at a meeting on March 7, 2016 Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 7th day of March, 2016 .

(SEAL) ____________________ City (City, Town or Village) Clerk

Approved

____
Regional Engineer
Department of Transportation

____
Date

Illinois Department of Transportation

Municipal Estimate of Maintenance Costs

Local Public Agency: City of Decatur
County: Macon

Maintenance Period 1/1/2016 to 12/31/2013

Section Number: 16-00000-00-GM

Estimated Cost of Maintenance Operations

Maintenance Operation (No. Description)	Maint. Group	Insp. Req.	For Group I, IIA, IIB, or III Item	Unit	Quantity	Unit Price	Item Cost	Est Total Operation Cost
Traffic			Traffic Signal Maintenance				-	621,000.00
			throughout the City of Decatur				-	
							-	
							-	
Streets			Concrete				-	20,000.00
							-	
							-	
Streets			Salt				-	166,000.00
							-	
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							Total Estimated Maintenance Operation Cost	807,000.00

	Estimated Cost	MFT Portion	Other Funds			
Maintenance	807,000.00		807,000.00	Engineering Inspection		
Maint Eng	-		-	Material Testing		
Totals:	807,000.00	-	807,000.00	Advertising		
				Bridge Inspections		
					Total Estimated Maintenance Engineering Cost	-
					Total Estimated Maintenance Cost	807,000.00

Preliminary Engineering

Submitted:

Municipal Official   Title

Date

Approved:

Regional Engineer

Date

BLR 14231 (Rev 02/18/14)

Printed on 2/19/2016 12:12 PM

Public Works

DATE: 2/26/2016

MEMO: 2016-08

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Tim Gleason, City Manager
Richard G. Marley, P.E., Public Works Director

SUBJECT: Local Public Agency Agreement for Federal Participation to Improve the Mound Road Bridge Over Spring Creek East, Structure No. 058-3037, City Project 2013-25

SUMMARY RECOMMENDATION:
It is recommended that the City Council approve the attached Resolutions authorizing the Mayor to sign, and the City Clerk to attest, to the following resolutions:

1. Resolution authorizing a Local Public Agency Agreement for Federal Participation to improve Mound Road Bridge over Spring Creek (East), Structure No. 058-3037. The Agreement authorizes up to $732,000 in Federal funds which represents 80% of the estimated construction cost of $915,000.
2. Resolution appropriating $200,000 in State Motor Fuel Tax (MFT) funds to pay for the City's projected 20% match ($183,000), with a $17,000 contingency, for the improvement of Mound Road Bridge over Spring Creek (East). The total estimated cost of the bridge improvement is $915,000.

BACKGROUND:
All bridges in the United States, including those owned by the City are required by the Federal Government to be inspected every two years to assure the safety of the structures. The City's routine inspections of the Mound Road Bridge over Spring Creek East, and follow-up inspections by the Illinois Department of Transportation (IDOT), identified the need for structural repairs (see attached location map). In June 2012, the City received correspondence from IDOT requiring that this bridge have a load restriction of 22 tons placed on it. This restriction effectively prohibits tractor-trailers from using the bridge. The bridge can still be safely used by other vehicles, including school buses. The bridge is currently required to be inspected every 12 months until improvements are made to the superstructure. Yearly inspections by City staff show the deterioration of this structure to be continuing.

Under contract with the City, URS Corporation (now AECOM) completed a Bridge Condition

Report on the Mound Road Bridge over Spring Creek East in May 2013. This report was reviewed and approved by the Illinois Department of Transportation (IDOT). In the report URS recommended that the beams and deck (road surface) on this bridge be replaced. The report determined that the piers and footings for the bridge were in satisfactory condition to remain in place with minor repairs.

Federal funding was secured to replace the beams and deck on this bridge. The attached Agreement allocates Federal funds of up to 80%, ($732,000) of the estimated $915,000 total construction cost. The City match is estimated to be $183,000 and it is proposed that $200,000 in State Motor Fuel Tax funds be authorized to cover this cost along with contingency. The City is ultimately responsible for all costs in excess of $732,000.

In late 2013, following the completion of the Bridge Condition Report, the City requested proposals from area firms with bridge design capabilities. Two firms responded to the City's request and were interviewed by City staff. Chastain & Associates, LLC, was recommended as the firm that would best meet the needs of the City in designing the recommended bridge improvements. The design has now been completed and approved by IDOT. Because the project will utilize Federal funds the work will be completed under a State contract with the City providing the daily project inspection under IDOT supervision. The Local Agency Agreement authorizes the use of Federal funds for the project and for the State to oversee the construction contract.

The project is scheduled for a State bid letting on April 22, 2016. Construction normally commences after the State executes a contract with the low bidder which should be within 6-8 weeks of the bid letting. The project is planned for completion by the end of 2016. Mound Road will be restricted to one lane in each direction during construction.

SCHEDULE: DESIGN AND CONSTRUCTION:

The project is scheduled for a State bid letting to be held on April 22, 2016. Construction normally commences after the State executes a contract with the low bidder which should be within 6-8 weeks of the bid letting. The project is planned for completion by the end of 2016.

PRIOR COUNCIL ACTION:

September 16, 2013 - Council approved Resolution No. R2013-96 authorizing a Professional Engineering Services Agreement between the City of Decatur and Chastain & Associates, LLC, (Chastain), to complete a final design for the superstructure replacement of the Mound Road over Spring Creek East Bridge for a fee not to exceed $115,769.

September 16, 2013 - Council approved Resolution No. R2013-97 appropriating $115,769 in State Motor Fuel Tax (MFT) funds to pay for the agreement with Chastain & Associates, LLC to complete the final design for the Mound Road over Spring Creek East Bridge.

January 7, 2013 - Council approved Resolution No. R2013-01 authorizing a preliminary design services agreement between the City of Decatur and URS Corporation to complete a preliminary design to improve the Mound Road bridges over Spring Creek for a fee not to exceed $22,100.

January 7, 2013 - Council approved Resolution No. R2013-02 appropriating $22,100 in State Motor Fuel Tax funds to pay for the agreement with URS Corporation to complete a preliminary design for the subject bridges.

POTENTIAL OBJECTIONS: None

INPUT FROM OTHER SOURCES: Illinois Department of Transportation

STAFF REFERENCE: Richard Marley, Public Works Director and Matt Newell, City Engineer. Richard Marley will be in attendance at the City Council meeting to answer any questions of the Council on this item.

BUDGET/TIME IMPLICATIONS:
Budget Impact: The Local Public Agency Agreement for Federal Participation authorizes a total project of $915,000 for the Mound Road Bridge over Spring Creek East with 80% Federal funding up to $732,000. The City's 20% match is estimated to be $183,000. The City will be responsible for the balance required above the agreement amounts. City funding is proposed to be allocated in the State Motor Fuel Tax fund is proposed at $200,000 to cover the 20% match plus $17,000 contingency.

Staffing Impact: Staff time is allocated to manage the Mound Road Bridge improvement project.

This memorandum was prepared by Matthew C. Newell, P.E., City Engineer.

ATTACHMENTS:

Description	Type
Resolution LPA Agreement	Resolution Letter
Local Public Agency Agreement	Backup Material
Mound Rd Bridge Location Map	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Public Works	Bright, Debbie	Approved	3/3/2016 - 12:28 PM

CITY OF DECATUR
Section No.: 13-00325-00-BR
Project No.: M-5169(053)
Job No.: C-97-051-15
Addenda #2

RESOLUTION NO. _________________

RESOLUTION AUTHORIZING LOCAL AGENCY AGREEMENT FOR FEDERAL PARTICIPATION WITH THE STATE OF ILLINOIS FOR THE IMPROVEMENT OF MOUND ROAD BRIDGE OVER SPRING CREEK EAST CITY PROJECT 2013-25

WHEREAS, the City of Decatur endeavors to improve a segment of Mound Road at Mound Road Bridge Over Spring Creek East, (Structure No. 058-3037), that is approximately 0.01 miles in length and known to the Illinois Department of Transportation as MFT Section Number 13-00325-00-BR and State Job Number C-97-051-15.

WHEREAS, the cost of said improvement has necessitated the use of federal funds, and;

WHEREAS, the federal fund source requires a match of local funds, and;

WHEREAS, the use of federal funds requires a joint funding AGREEMENT with the Department of Transportation.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the City Council of the City of Decatur, Illinois authorizes Two Hundred Thousand Dollars ($200,000.00,) or as much of such sum as may be needed in State Motor Fuel Tax funds to match federal funds in the completion of the aforementioned project known as MFT Section Number 13-00325-00-BR.

Section 2. That the Mayor and City Clerk be, and they are hereby, authorized and directed to execute the above mentioned AGREEMENT and any other such documents related to advancement and completion of said project.

PRESENTED and ADOPTED this 7th day of March, 2016.

____
JULIE MOORE WOLFE, MAYOR

ATTEST:

____
DEBRA G. BRIGHT, CITY CLERK

Illinois Department of Transportation **Local Public Agency Agreement for Federal Participation**	Local Public Agency City of Decatur	State Contract X	Day Labor	Local Contract	RR Force Account
	Section 13-00325-00-BR	Fund Type STU		ITEP, SRTS, or HSIP Number(s)	

Construction		Engineering		Right-of-Way	
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
C-97-051-15	M-5169(053)				

This Agreement is made and entered into between the above local public agency, hereinafter referred to as the "**LPA**", and the State of Illinois, acting by and through its Department of Transportation, hereinafter referred to as "**STATE**". The **STATE** and **LPA** jointly propose to improve the designated location as described below. The improvement shall be constructed in accordance with plans prepared by, or on behalf of the **LPA**, approved by the **STATE** and the **STATE**'s policies and procedures approved and/or required by the Federal Highway Administration, hereinafter referred to as "**FHWA**".

Location

Local Name Mound Road Route FAU 7359 Length 0.01 mi.

Termini Spring Creek on East Mound Road

Current Jurisdiction City of Decatur TIP Number DEC15-02 Existing Structure No 058-3037

Project Description

Superstructure replacement of bridge to include the the installation of new prestressed deck beams and concrete wearing surface.

Division of Cost

Type of Work	STU	%		%	LPA	%	Total
Participating Construction	732,000	(*)		( )	183,000	(BAL)	915,000
Non-Participating Construction		( )		( )		( )	
Preliminary Engineering		( )		( )		( )	
Construction Engineering		( )		( )		( )	
Right of Way		( )		( )		( )	
Railroads		( )		( )		( )	
Utilities		( )		( )		( )	
Materials							
TOTAL	$ 732,000		$		$ 183,000		$ 915,000

* 80% STU Funds NTE $732,000

NOTE: The costs shown in the Division of Cost table are approximate and subject to change. The final **LPA** share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursment.

If funding is not a percentage of the total, place an asterisk in the space provided for the percentage and explain above.

Local Public Agency Appropriation

By execution of this Agreement, the **LPA** attests that sufficient moneys have been appropriated or reserved by resolution or ordinance to fund the **LPA** share of project costs. A copy of the authorizing resolution or ordinance is attached as an addendum (**required for State-let contracts only**)

Method of Financing (State Contract Work Only)

METHOD A---Lump Sum (80% of **LPA** Obligation) ____________

METHOD B--- ________ Monthly Payments of ________ due by the ________ of each successive month.

METHOD C---**LPA**'s Share BALANCE divided by estimated total cost multiplied by actual progress payment.

(See page two for details of the above methods and the financing of Day Labor and Local Contracts)

THE LPA AGREES:

(1) To acquire in its name, or in the name of the **STATE** if on the **STATE** highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established State policies and procedures. Prior to advertising for bids, the **LPA** shall certify to the **STATE** that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the **LPA**, and the **STATE** and the **FHWA**, if required.

(2) To provide for all utility adjustments, and to regulate the use of the right-of-way of this improvement by utilities, public and private, in accordance with the current Utility Accommodation Policy for Local Agency Highway and Street Systems.

(3) To provide for surveys and the preparation of plans for the proposed improvement and engineering supervision during construction of the proposed improvement.

(4) To retain jurisdiction of the completed improvement unless specified otherwise by addendum (addendum should be accompanied by a location map). If the improvement location is currently under road district jurisdiction, an addendum is required.

(5) To maintain or cause to be maintained, in a manner satisfactory to the **STATE** and the **FHWA**, the completed improvement, or that portion of the completed improvement within its jurisdiction as established by addendum referred to in item 4 above.

(6) To comply with all applicable Executive Orders and Federal Highway Acts pursuant to the Equal Employment Opportunity and Nondiscrimination Regulations required by the U.S. Department of Transportation.

(7) To maintain, for a minimum of 3 years after final project close-out by the **STATE**, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the department; and the **LPA** agrees to cooperate fully with any audit conducted by the Auditor General and the **STATE**; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the **STATE** for the recovery of any funds paid by the **STATE** under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.

(8) To provide if required, for the improvement of any railroad-highway grade crossing and rail crossing protection within the limits of the proposed improvement.

(9) To comply with Federal requirements or possibly lose (partial or total) Federal participation as determined by the **FHWA**.

(10) (State Contracts Only) That the method of payment designated on page one will be as follows:

Method A - Lump Sum Payment. Upon award of the contract for this improvement, the **LPA** will pay to the **STATE** within thirty (30) calendar days of billing, in lump sum, an amount equal to 80% of the **LPA**'s estimated obligation incurred under this Agreement. The **LPA** will pay to the **STATE** the remainder of the **LPA**'s obligation (including any nonparticipating costs) within thirty (30) calendar days of billing in a lump sum, upon completion of the project based on final costs.

Method B - Monthly Payments. Upon award of the contract for this improvement, the **LPA** will pay to the **STATE**, a specified amount each month for an estimated period of months, or until 80% of the **LPA**'s estimated obligation under the provisions of the Agreement has been paid, and will pay to the **STATE** the remainder of the **LPA**'s obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.

Method C - Progress Payments. Upon receipt of the contractor's first and subsequent progressive bills for this improvement, the **LPA** will pay to the **STATE** within thirty (30) calendar days of receipt, an amount equal to the **LPA**'s share of the construction cost divided by the estimated total cost, multiplied by the actual payment (appropriately adjusted for nonparticipating costs) made to the contractor until the entire obligation incurred under this Agreement has been paid.

Failure to remit the payment(s) in a timely manner as required under Methods A, B, or C, shall allow the **STATE** to internally offset, reduce, or deduct the arrearage from any payment or reimbursement due or about to become due and payable from the **STATE** to **LPA** on this or any other contract. The **STATE**, at its sole option, upon notice to the **LPA**, may place the debt into the Illinois Comptroller's Offset System (15 ILCS 405/10.05) or take such other and further action as my be required to recover the debt.

(11) (Local Contracts or Day Labor) To provide or cause to be provided all of the initial funding, equipment, labor, material and services necessary to construct the complete project.

(12) (Preliminary Engineering) In the event that right-of-way acquisition for, or actual construction of, the project for which this preliminary engineering is undertaken with Federal participation is not started by the close of the tenth fiscal year following the fiscal year in which the project is federally authorized, the **LPA** will repay the **STATE** any Federal funds received under the terms of this Agreement.

(13) (Right-of-Way Acquisition) In the event that the actual construction of the project on this right-of-way is not undertaken by the close of the twentieth fiscal year following the fiscal year in which the project is federally authorized, the **LPA** will repay the **STATE** any Federal Funds received under the terms of this Agreement.

(14) (Railroad Related Work Only) The estimates and general layout plans for at-grade crossing improvements should be forwarded to the Rail Safety and Project Engineer, Room 204, Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois, 62764. Approval of the estimates and general layout plans should be obtained prior to the commencement of railroad related work. All railroad related work is also subject to approval be the Illinois Commerce Commission (ICC). Final inspection for railroad related work should be coordinated through appropriate IDOT District Bureau of Local Roads and Streets office.

Plans and preemption times for signal related work that will be interconnected with traffic signals shall be submitted to the ICC for review and approval prior to the commencement of work. Signal related work involving interconnects with state maintained traffic signals should also be coordinated with the IDOT's District Bureau of Operations.

The **LPA** is responsible for the payment of the railroad related expenses in accordance with the **LPA**/railroad agreement prior to requesting reimbursement from IDOT. Requests for reimbursement should be sent to the appropriate IDOT District Bureau of Local Roads and Streets office.

Engineer's Payment Estimates shall be in accordance with the Division of Cost on page one.

(15) And certifies to the best of its knowledge and belief its officials:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;

(b) have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, local) with commission of any of the offenses enumerated in item (b) of this certification; and

(d) have not within a three-year period preceding the Agreement had one or more public transactions (Federal, State, local) terminated for cause or default.

(16) To include the certifications, listed in item 15 above, and all other certifications required by State statutes, in every contract, including procurement of materials and leases of equipment.

(17) (State Contracts) That execution of this agreement constitutes the **LPA**'s concurrence in the award of the construction contract to the responsible low bidder as determined by the **STATE**.

(18) That for agreements exceeding $100,000 in federal funds, execution of this Agreement constitutes the **LPA**'s certification that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions;

(c) The **LPA** shall require that the language of this certification be included in the award documents for all subawards at all ties (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

(19) To regulate parking and traffic in accordance with the approved project report.

(20) To regulate encroachments on public right-of-way in accordance with current Illinois Compiled Statutes.

(21) To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with current Illinois Compiled Statutes.

(22) To complete this phase of the project within three (3) years from the date this agreement is approved by the **STATE** if this portion of the project described in the Project Description does not exceed $1,000,000 (five years if the project costs exceed $1,000,000).

(23) To comply with the federal Financial Integrity Review and Evaluation (FIRE) program, which requires States and subrecipients to justify continued federal funding on inactive projects. 23 CFR 630.106(a)(5) defines an inactive project as a project which no expenditures have been charged against Federal funds for the past twelve (12) months.

To keep projects active, invoicing must occur a minimum of one time within any given twelve (12) month period. However, to ensure adequate processing time, the first invoice shall be submitted to the **STATE** within six (6) months of the federal authorization date. Subsequent invoices will be submitted in intervals not to exceed six (6) months.

(24) The **LPA** will submit supporting documentation with each request for reimbursement from the **STATE**. Supporting documentation is defined as verification of payment, certified time sheets or summaries, vendor invoices, vendor receipts, cost plus fix fee invoice, progress report, and personnel and direct cost summaries.and other documentation supporting the requested reimbursement amount (Form BLRS 05621 should be used for consultant invoicing purposes). **LPA** invoice requests to the **STATE** will be submitted with sequential invoice numbers by project.

The **LPA** will submit to the **STATE** a complete and detailed final invoice with applicable supporting documentation of all incurred costs, less previous payments, no later than twelve (12) months from the date of completion of this phase of the improvement or from the date of the previous invoice, which ever occurs first. If a final invoice is not received within this time frame, the most recent invoice may be considered the final invoice and the obligation of the funds closed.

(25) The **LPA** shall provide the final report to the appropriate **STATE** district within twelve months of the physical completion date of the project so that the report may be audited and approved for payment. If the deadline cannot be met, a written explanation must be provided to the district prior to the end of the twelve months documenting the reason and the new anticipated date of completion. If the extended deadline is not met, this process must be repeated until the project is closed. Failure to follow this process may result in the immediate close-out of the project and loss of further funding.

(26) (Single Audit Requirements) That if the **LPA** expends $750,000 or more a year in federal financial assistance they shall have an audit made in accordance with 2 CFR 200. **LPA**s expending less than $750,000 a year shall be exempt from compliance. A copy of the audit report must be submitted to the **STATE** (Office of Finance and Administration, Audit Coordination Section, 2300 South Dirksen Parkway, Springfield, Illinois, 62764), within 30 days after the completion of the audit, but no later than one year after the end of the **LPA**'s fiscal year. The CFDA number for all highway planning and construction activities is 20.205.

Federal funds utilized for constructon activities on projects let and awarded by the **STATE** (denoted by an "X" in the State Contract field at the top of page 1) are not included in a **LPA**'s calculation of federal funds expended by the **LPA** for Single Audit purposes.

(27) That the **LPA** is required to register with the System for Award Management or SAM (formerly Central Contractor Registration (CCR)), which is a web-enabled government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract award and the electronic payment processes. To register or renew, please use the following website: https://www.sam.gov/portal/public/SAM/#1.

The **LPA** is also required to obtain a Dun & Bradstreet (D&B) D-U-N-S Number. This is a unique nine digit number required to identify subrecipients of federal funding. A D-U-N-S number can be obtained at the following website: http://fedgov.dnb.com/webform.

THE STATE AGREES:

(1) To provide such guidance, assistance and supervision and to monitor and perform audits to the extent necessary to assure validity of the **LPA**'s certification of compliance with Titles II and III requirements.

(2) (State Contracts) To receive bids for the construction of the proposed improvement when the plans have been approved by the **STATE** (and **FHWA**, if required) and to award a contract for construction of the proposed improvement, after receipt of a satisfactory bid.

(3) (Day Labor) To authorize the **LPA** to proceed with the construction of the improvement when Agreed Unit Prices are approved, and to reimburse the **LPA** for that portion of the cost payable from Federal and/or State funds based on the Agreed Unit Prices and Engineer's Payment Estimates in accordance with the Division of Cost on page one.

(4) (Local Contracts) For agreements with Federal and/or State funds in engineering, right-of-way, utility work and/or construction work:

(a) To reimburse the **LPA** for the Federal and/or State share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payment by the **LPA**;

(b) To provide independent assurance sampling, to furnish off-site material inspection and testing at sources normally visited by **STATE** inspectors of steel, cement, aggregate, structural steel and other materials customarily tested by the **STATE**.

IT IS MUTUALLY AGREED:

(1) Construction of the project will utilize domestic steel as required by Section 106.01 of the current edition of the Standard Specifications for Road and Bridge Construction and federal Buy America provisions.

(2) That this Agreement and the covenants contained herein shall become null and void in the event that the **FHWA** does not approve the proposed improvement for Federal-aid participation within one (1) year of the date of execution of this Agreement.

(3) This Agreement shall be binding upon the parties, their successors and assigns.

(4) For contracts awarded by the **LPA**, the **LPA** shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any USDOT – assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The **LPA** shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of USDOT – assisted contracts. The **LPA**'s DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this Agreement. Upon notification to the recipient of its failure to carry out its approved program, the **STATE** may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for

enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.). In the absence of a USDOT – approved **LPA** DBE Program or on State awarded contracts, this Agreement shall be administered under the provisions of the **STATE**'s USDOT approved Disadvantaged Business Enterprise Program.

(5) In cases where the **STATE** is reimbursing the **LPA**, obligations of the **STATE** shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or applicable Federal Funding source fails to appropriate or otherwise make available funds for the work contemplated herein.

(6) All projects for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement and/or amendment shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) unless the provisions of that Act exempt its application.

ADDENDA

Additional information and/or stipulations are hereby attached and identified below as being a part of this Agreement.

Number 1- Location Map, *Number 2 – LPA Appropriation Resolution*

(Insert Addendum numbers and titles as applicable)

The **LPA** further agrees, as a condition of payment, that it accepts and will comply with the applicable provisions set forth in this Agreement and all Addenda indicated above.

APPROVED

Local Public Agency

Julie Moore Wolfe

Name of Official (Print or Type Name)

Mayor

Title (~~County Board Chairperson~~/Mayor/~~Village President/etc.~~)

Julie Moore Wolfe, Mayor (Signature) Date

ATTEST: __________________________________

Debra G. Bright, City Clerk

The above signature certifies the agency's TIN number is 376001308 conducting business as a Governmental Entity.

DUNS Number 075613000

APPROVED

State of Illinois
Department of Transportation

Randall S. Blankenhorn, Secretary Date

By:

Aaron A. Weatherholt, Deputy Director of Highways Date

Omer Osman, Director of Highways/Chief Engineer Date

William M. Barnes, Chief Counsel Date

Jeff Heck, Chief Fiscal Officer (CFO) Date

NOTE: If the LPA signature is by an APPOINTED official, a resolution authorizing said appointed official to execute this agreement is required.

ADDENDA #1
MOUND ROAD BRIDGE OVER SPRING CREEK EAST
STRUCTURE 058-3037

City of Decatur, Illinois
Public Works Department
Engineering Division

Public Works

DATE: 2/16/2016

MEMO: 2016-08

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Tim Gleason, City Manager
Richard G. Marley, P.E., Public Works Director

SUBJECT:
Resolution to Appropriate Motor Fuel Tax Funds to Pay the City's Portion of Construction Costs to Improve the Mound Road Bridge Over Spring Creek East by Municipality Under the Illinois Highway Code, City Project 2013-25

See attachments.

ATTACHMENTS:

Description	Type
Resolution Appropriating MFT Funds	Resolution Letter
BLR 09111 (IDOT Resolution)	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Public Works	Bright, Debbie	Approved	3/3/2016 - 12:51 PM

RESOLUTION NO. ___________

RESOLUTION TO APPROPRIATE MOTOR FUEL TAX FUNDS TO PAY THE CITY'S PORTION OF CONSTRUCTION COSTS TO IMPROVE THE MOUND ROAD BRIDGE OVER SPRING CREEK EAST BY MUNICIPALITY UNDER THE ILLINOIS HIGHWAY CODE CITY PROJECT 2013-25

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That there is hereby appropriated the sum of $200,000 of State Motor Fuel Tax funds for the purpose of paying the City's share of Motor Fuel Tax eligible construction costs for the Mound Road Bridge Over Spring Creek East under the applicable provisions of the Illinois Highway Code.

Section 2. That only those sidewalks, streets, highways, bridges; and operations as listed and described as part of the Mound Road Bridge Over Spring Creek East project, are eligible for State Motor Fuel Tax funds and shall be designated as Section 13-00325-00-BR.

Section 3. That the Clerk shall, as soon as practicable after the close of the period as given above, submit to the Department of Transportation on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

Section 4. That the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Effingham, Illinois.

PRESENTED and ADOPTED this 7th day of March, 2016.

____
JULIE MOORE WOLFE, MAYOR

ATTEST:

____
DEBRA G. BRIGHT, CITY CLERK

Illinois Department of Transportation

Resolution for Improvement by Municipality Under the Illinois Highway Code

BE IT RESOLVED, by the City Council (Council ~~or President and Board of Trustees~~) of the City (City, ~~Town or Village~~) of Decatur Illinois

that the following described street(s) be improved under the Illinois Highway Code:

Name of Thoroughfare	Route	From	To
Mound Road Bridge (East)	FAU 7359	Over Spring Creek	

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of Replace beams and deck including new approaches on the Mound Road Bridge Over Spring Creek East. Structure No. 058-3037

and shall be constructed 64 Feet wide

and be designated as Section 13-00325-00-BR

2. That there is hereby appropriated the (additional ☒ Yes ☐ No) sum of Two Hundred Thousand and 00/100 Dollars ($200,000.00) for the improvement of said section from the municipality's allotment of Motor Fuel Tax funds.

3. That work shall be done by Contract (Specify Contract ~~or Day Labor~~); and,

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit two certified copies of this resolution to the district office of the Department of Transportation.

Approved

Date

Department of Transportation

Regional Engineer

I, Debra G. Bright Clerk in and for the City (City, ~~Town or Village~~) of Decatur County of Macon, hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the City Council (Council ~~or President and Board of Trustees~~) at a meeting on March 7, 2016 (Date)

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 7th day of March, 2016

(SEAL)

City, ~~Town, or Village~~ Clerk

Public Works

DATE: 2/19/2016

MEMO: 2016-09

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Tim Gleason, City Manager
Richard G. Marley, P.E., Public Works Director

SUBJECT: Ordinance Annexing Territory--1563 Allison Drive

SUMMARY RECOMMENDATION: Staff recommends that the subject annexation petition be approved.

BACKGROUND:
The subject property adjoins Decatur City limits on the west, south and east. Property to the north is located in the County. The lot contains approximately 0.57 acres. The lot is improved with a residence. The following information is relevant to the areas on question:

1. City water is currently available and connected to the subject property.

2. No additional public infrastructure or municipal services are needed or contemplated.

3. Decatur Fire response distance and time averages 2.9 miles and 6 minutes, respectively.

POTENTIAL OBJECTIONS: None

INPUT FROM OTHER SOURCES: The plat and annexation request has been reviewed by Engineering, Finance, Fire, Legal, Macon County Health Department, Municipal Services Division, Planning & Building Services, Neighborhood Services, and Water Services. All of the reviewers recommend the annexation be approved.

STAFF REFERENCE: Richard Marley, Public Works Director and Matt Newell, City Engineer. Richard Marley will be in attendance at the City Council meeting to answer any questions of the Council on this item.

BUDGET/TIME IMPLICATIONS: Based on current assessed value, approximately $474 in real estate, $67 in motor fuel and $231 in state income taxes may be realized annually by annexing the property.

ATTACHMENTS:

Description	Type
2016-09 Ordinance	Ordinance
2016-09 Petition 1563 Allison Dr	Backup Material
2016-09 Plat 1563 Allison Dr	Backup Material
2016-09 Vicinity Map 1563 Allison Dr	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Public Works	Bright, Debbie	Approved	3/3/2016 - 4:21 PM

ORDINANCE NO. ___________

ORDINANCE ANNEXING TERRITORY
- 1563 Allison Drive -

WHEREAS, there having been filed with the City Clerk, and by said Clerk presented to the Council herewith, the petition under oath of Amanda Hardy, Donald Wilson, and Karin Zindars requesting that there be annexed to the City territory described as:

LOT 2 OF ALLISON'S SECOND ADDITION Situated in Macon County, Illinois. Commonly known as 1563 Allison Dr., Decatur, Illinois. Permanent Index Numbers 07-33-327-027.

WHEREAS, it appears said petition is signed by the owners of record of all land within such territory and by at least 51% of the electors residing therein, and that said territory is contiguous to the City and not within the corporate limits of any city, village or incorporated town or other municipality, and,

WHEREAS, notice of intention to take action for annexation has been given as required.

NOW THEREFORE, BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That said petition and the request thereof be, and the same are hereby, approved.

Section 2. That said territory hereinabove described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the same are hereby, annexed to and are incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto and hereby made a part hereof.

Section 4. That the City Clerk shall cause certified copies of this ordinance to be filed with the County Clerk and recorded by the Recorder of Deeds of Macon County, Illinois.

PRESENTED, PASSED, APPROVED AND RECORDED this 7th day of March, 2016.

____

JULIE MOORE WOLFE, MAYOR

ATTEST:

____

CITY CLERK

PETITION FOR ANNEXATION

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

The undersigned, under oath, respectfully represents as follows:

1. That he/she is an owner of record, or an elector (person registered to vote) residing therein, of all the property herein described.
2. That at least 51% of the electors (person(s) registered to vote) who reside on the property herein described have signed and do join in the petition.
3. That the property herein described is not within the corporate limits of any municipality.
4. That the property herein described is contiguous (adjacent) to the City of Decatur.
5. That only the following listed adult person(s) (over 18 years of age) reside in the property to be annexed. (Please list the name of each adult person residing in the property to be annexed, including middle initial.)

   Amanda D. Hardy

   Donald Wilson

6. That the petitioner(s) request(s) that the City of Decatur, annex the property commonly described as 1563 Allison Dr, and legally described as follows:

LOT 2 OF ALLISON'S SECOND ADDITION

PIN # 07-33-327-027

WHEREFORE, petitioner(s) request(s) the above described property be annexed to the City of Decatur, in accordance with the Statutes in such case made and provided.

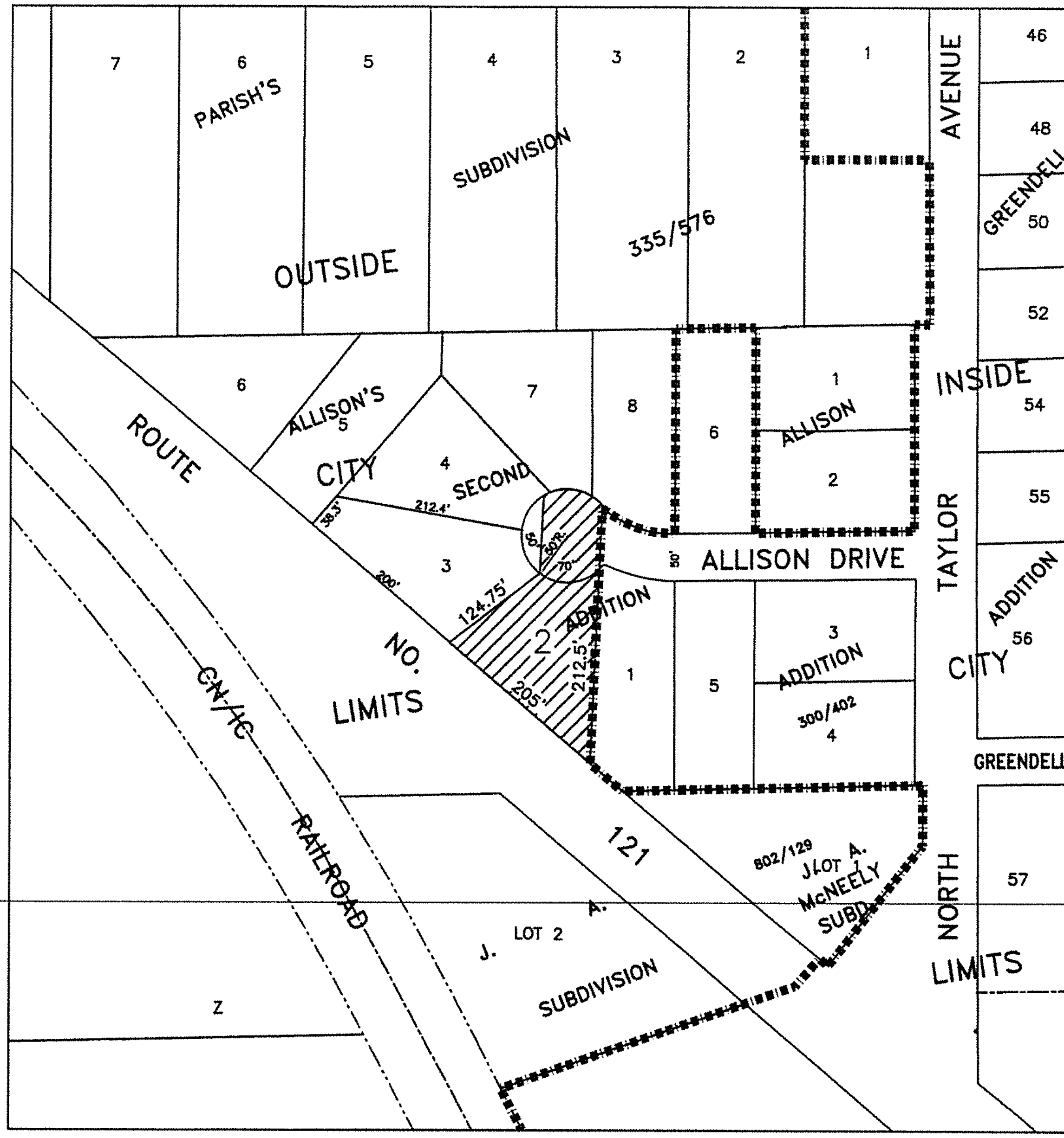
SIGNATURE	PRINTED NAME	STREET ADDRESS, CITY, STATE
Karin Zindars	KARIN ZINDARS	1571 Allison Dr Decatur Il
Amanda D Hardy	Amanda Hardy	1563 W Allison Dr Decatur Il
[illegible]	Donald Wilson	1563 W Allison Dr Decatur Il

Signed and sworn to before me this 19th day of December, 2015

Debra A. Witts
Notary Public

OFFICIAL SEAL
DEBRA A WITTS
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/23/18

(Rev. 12/2014)



PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS

1563 ALLISON DRIVE

indicates territory annexed

indicates existing corporate limits

0.57± acres

AREA 0.0009± sq. miles

65± lin. ft. of public road

HICKORY POINT township

N.T.S.

MATTHEW C. NEWELL
062-048941
REGISTERED
PROFESSIONAL
ENGINEER
OF
ILLINOIS

1-28-13

CITY ENGINEER – DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER # 062-048941
LICENSE EXPIRES NOV. 30, 2013

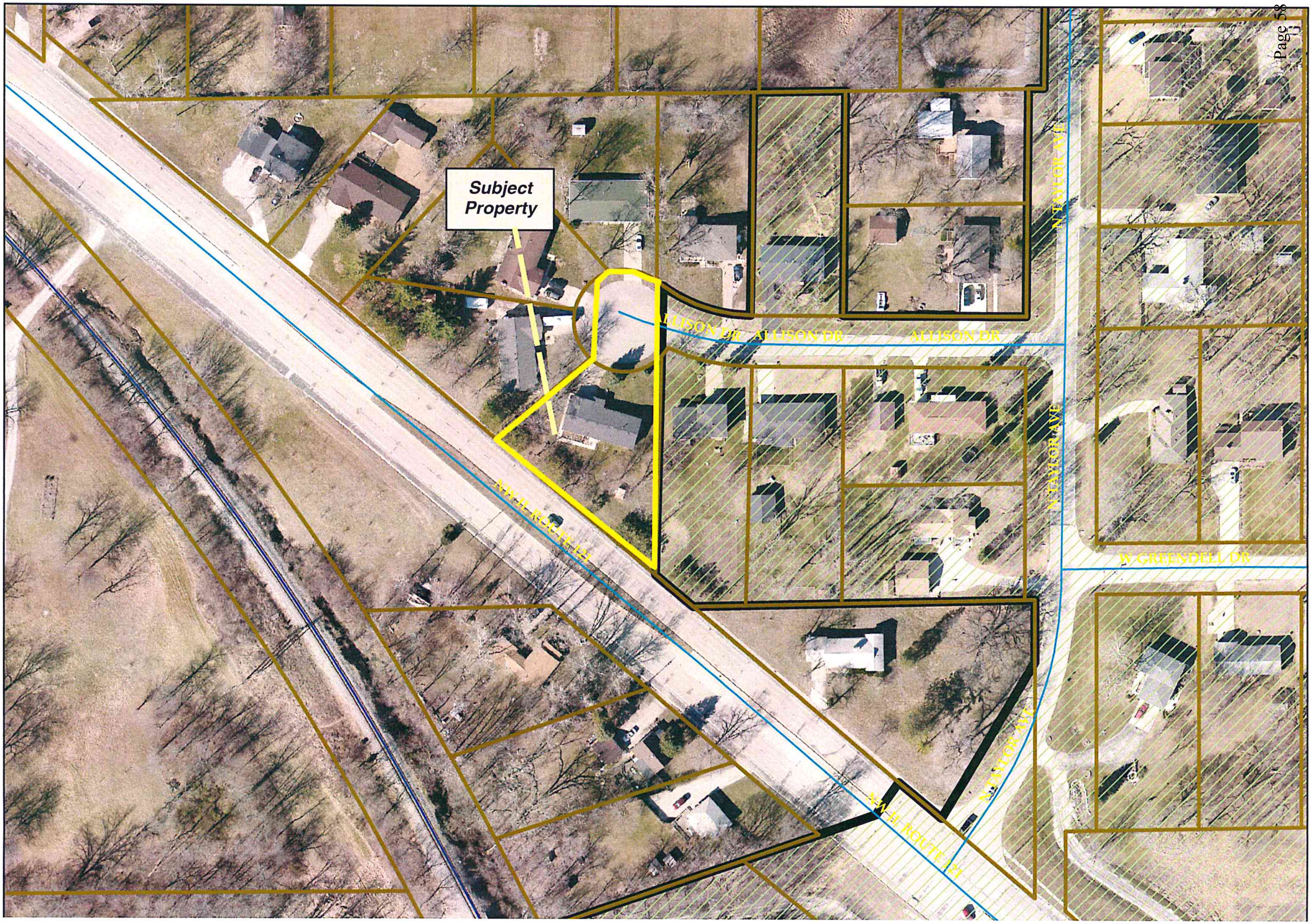
All dimensions shown hereon are dimensions of record. The annexation plat has been prepared from data in public records and legal descriptions provided by the petitioner. It is not the result of a survey performed on the ground.

ORDINANCE NO: ____________

DATE: ____________

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

Property Proposed to be Annexed
Vicinity Map for 1563 Allison Drive



Public Works

DATE: 2/11/2016

MEMO: 2016-07

TO: Honorable Mayor Julie Moore Wolfe and City Council Members

FROM: Tim Gleason, City Manager
Richard G. Marley, P.E., Public Works Director

SUBJECT: Ordinance Annexing Territory--2565 E Mound Road

SUMMARY RECOMMENDATION: Staff recommends that the subject annexation be approved.

PRIOR COUNCIL ACTION:
The subject property adjoins Decatur City limits on the east, west and south. Property to the north is located in the County. The lot contains approximately 1.92 acres. The lot is improved with a residence. The following information is relevant to the areas in question:

1. City water is currently available and not connected to the subject porperty.

2. No additional public infrastructure or municipal services are needed or contemplated.

3. Decatur Fire response distance and time averages 3.0 miles and 6.0 minutes, respectively.

POTENTIAL OBJECTIONS: None

INPUT FROM OTHER SOURCES: The plat and annexation request has been reviewed by Engineering, Fire, Legal, Macon County Health Department, Municipal Services Division, Planning and Building Services, Neighborhood Services and Water Services. All of the reviewers recommend the annexation be approved.

STAFF REFERENCE: Richard Marley, Public Works Director and Matt Newell, City Engineer. Richard Marley will be in attendance at the City Council meeting to answer any questions of the Council on this item.

BUDGET/TIME IMPLICATIONS: Based on current assessed value, approximately $414 in real estate, $67 in motor fuel and $231 in state income taxes may be realized annually by annexing the property.

ATTACHMENTS:

Description	Type
2016-07 Ordinance	Ordinance
2016-07 Petition	Backup Material
2016-07 Plat	Backup Material
2016-07 Vicinity Map	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Public Works	Bright, Debbie	Approved	3/3/2016 - 12:49 PM

ORDINANCE NO. ___________

ORDINANCE ANNEXING TERRITORY
-2565 E Mound Road-

WHEREAS, there having been filed with the City Clerk, and by said Clerk presented to the Council herewith, the petition under oath of Donna Tomlinson requesting that there be annexed to the City territory described as:

LOTS 1 & 2 OF GINNY WYLIE SUBDIVISION AS PER PLAT RECORDED IN BOOK 3068 PAGE 402 OF THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS.

Permanent Index Number 07-07-36-226-038.

WHEREAS, it appears said petition is signed by the owners of record of all land within such territory and by at least 51% of the electors residing therein, and that said territory is contiguous to the City and not within the corporate limits of any city, village or incorporated town or other municipality, and,

WHEREAS, notice of intention to take action for annexation has been given as required.

NOW THEREFORE, BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That said petition and the request thereof be, and the same are hereby, approved.

Section 2. That said territory hereinabove described, along with all parts of public highways therein or next and adjacent thereto not heretofore annexed, if any, be, and the same are hereby, annexed to and are incorporated into the limits of the City of Decatur, Illinois, a municipal corporation.

Section 3. That a plat of said annexed premises is attached hereto and hereby made a part hereof.

Section 4. That the City Clerk shall cause certified copies of this ordinance to be filed with the County Clerk and recorded by the Recorder of Deeds of Macon County, Illinois.

Section 5.

PRESENTED, PASSED, APPROVED AND RECORDED this 7th day of March, 2016.

JULIE MOORE WOLFE, MAYOR

ATTEST:

CITY CLERK

PETITION FOR ANNEXATION

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

The undersigned, under oath, respectfully represents as follows:

1. That he/she is an owner of record, or an elector (person registered to vote) residing therein, of all the property herein described.
2. That at least 51% of the electors (person(s) registered to vote) who reside on the property herein described have signed and do join in the petition.
3. That the property herein described is not within the corporate limits of any municipality.
4. That the property herein described is contiguous (adjacent) to the City of Decatur.
5. That only the following listed adult person(s) (over 18 years of age) reside in the property to be annexed. (Please list the name of each adult person residing in the property to be annexed, including middle initial.)

____

____

6. That the petitioner(s) request(s) that the City of Decatur, annex the property commonly described as **2565 E MOUND RD**, and legally described as follows:

LOTS 1 & 2 OF GINNY WYLIE SUBDIVISION AS PER PLAT RECORDED IN BOOK 3068 PAGE 402 OF THE RECORDER'S OFFICE OF MACON COUNTY, ILLINOIS.

PIN # 07-07-36-226-038

WHEREFORE, petitioner(s) request(s) the above described property be annexed to the City of Decatur, in accordance with the Statutes in such case made and provided.

SIGNATURE	PRINTED NAME	STREET ADDRESS, CITY, STATE
Donna Tomlinson	Donna Tomlinson	2565 E Mound Rd.
		Decatur IL 62526

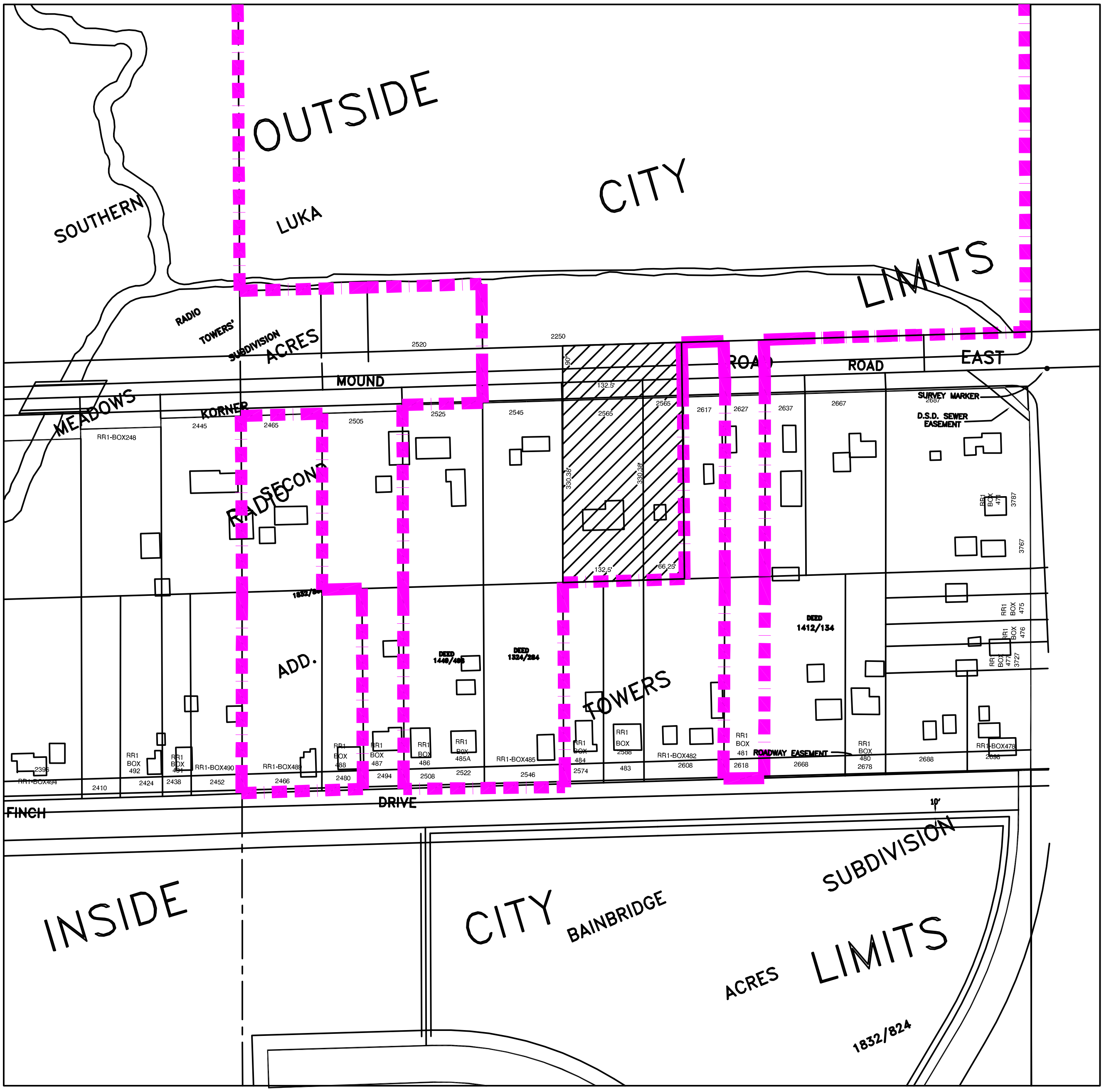
Signed and sworn to before me 19th day of January, 20 16

Naomi R. Burcham
Notary Public

(Rev. 12/2014)

OFFICIAL SEAL
NAOMI R. BURCHAM
Notary Public - State of Illinois
My Commission Expires 2/11/2019

K:\Common\CVCPW\Annexations\Unforced Annexations\2565 E Mound Rd\2565 E Mound Rd Plat



PLAT OF TERRITORY ANNEXED TO THE CITY OF DECATUR, ILLINOIS

2565 EAST MOUND ROAD

indicates territory annexed

indicates existing corporate limits

1.918± acres

AREA 0.0030± sq. miles

198.75± lin. ft. of public road

Hickory Point township

N.T.S.

All dimensions shown hereon are dimensions of record. The annexation plat has been prepared from data in public records and legal descriptions provided by the petitioner. It is not the result of a survey performed on the ground.

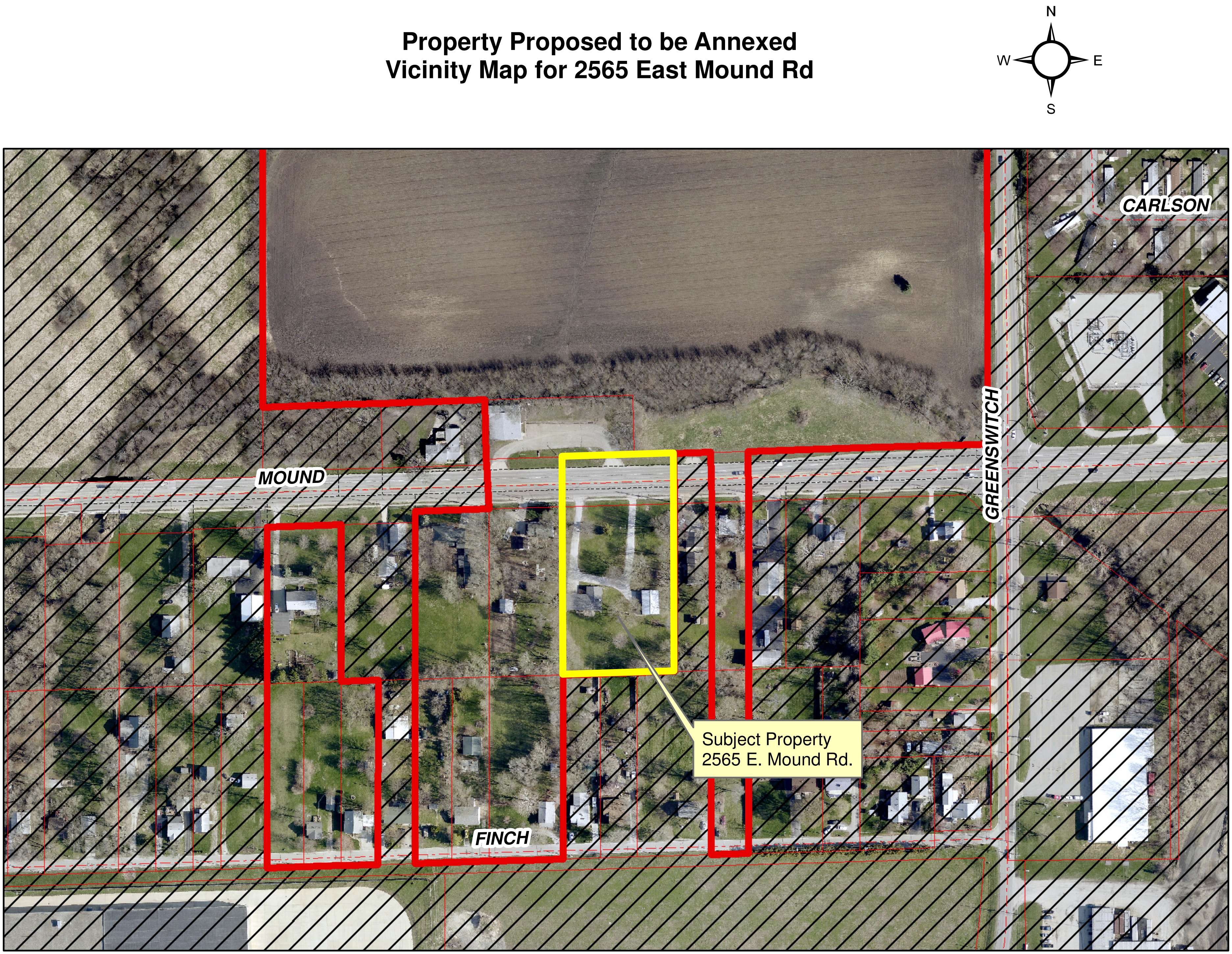
CITY ENGINEER – DECATUR, ILLINOIS
ILLINOIS PROFESSIONAL ENGINEER # 062-048941
LICENSE EXPIRES NOV. 30, 2016

ORDINANCE NO: __________

DATE: __________

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

Property Proposed to be Annexed
Vicinity Map for 2565 East Mound Rd



DECATUR PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes

Date: February 19, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (President) Susan Kruml Donna Williams Mark Sorensen Garry Davis	**Staff:** Rick Meyer (City Librarian) Robert Edwards (Asst. City Librarian) Rebecca Damptz (Archivist)

Absent: Eugene King, Dr. Priscilla Palmer, John Phillips

Visitors: Allison Petty

1. Call to order

Meeting called to order by Mr. Alpi at 4:33 p.m.

2. Agenda

Motion to approve the agenda made by Mr. Sorensen, seconded by Ms. Kruml, unanimously approved

Minutes of Previous Meeting

Motion to approve the minutes with correction in attendees made by Mr. Sorensen, seconded by Ms. Kruml, unanimously approved

3. Communications from the Public

None

4. City Librarian's report

Mr. Meyer stated he had a few speaking engagements. He added that circulation was down slightly and the gate count was down slightly. He added that there was a lot of activity in facilities and Technical Services. He stated that Matt, Noah Tipton and some other members of the maintenance crew had worked in the new Local History room. He said the departments had been running smoothly. He added that the library was gearing up for the free tax preparation.

5. Personnel, Policy and Public Relations Committee
Mr. Alpi announced that Mr. King would not be available. He stated that the committee had discussed the Workplace Discrimination, Harassment, Violence and Retaliation and Relationships between Employees polices. He asked if there were any comments or questions. There was brief discussion about the policy. Motion to adopt the City of Decatur's Workplace Discrimination, Harassment, Violence and Retaliation and Relationships between Employees polices by Mr. Sorensen, seconded by Ms. Kruml, unanimously approved

6. Finance and Properties Committee

<u>Check register</u>
Mr. Alpi stated that the check register had been approved at the Finance and Properties committee meeting. Mr. Alpi stated that the check register was a little shorter than normal due to new fiscal year just beginning. Mr. Sorensen stated that he noticed that there was another cost for the compiled statutes listed on the check register. Mr. Meyer stated that they had reviewed the compiled statutes subscriptions and decided to cancel one of the subscriptions. Motion to approve check register by Mr. Davis, seconded by Ms. Williams, unanimously approved

<u>Budget update</u>
Mr. Meyer reviewed the budget documents, he stated that financially the Library is about where they expected to be, however not much could be determined with only 1 month's data. Ms. Kruml asked if the spending for materials is spread out equally over 12 months. Mr. Meyer answered yes; he added that some of the books and periodical invoices had not been processed by the City yet. There was discussion about the budget and the projected carryover for the end of the year. Mr. Alpi stated that the additional electricity costs from Ameren were most likely due to the lights in the parking lots.

<u>Library/Building Commission/County</u>
Mr. Alpi stated that that Mr. Phillips, Mr. Alpi, Mr. Meyer and Mr. Edwards had recently met with members of the Building Commission and the County. He added that during the meeting some of the details of the agreement had been discussed. He stated that Mr. Meyer would be working further with Jerry Lord on maintenance details. He also stated that they hoped to create a document that could be agreed upon, concluding in May or June. Ms. Williams asked if they have ever heard from Sikich. Mr. Meyer answered that they had sent an electronic copy to Sikich. Mr. Alpi stated that Sikich would review the documents and get back with the Library.

7. Illinois Heartland Library System (IHLS)

Mr. Meyer gave an overview of the IHLS meetings held in January. He discussed the procedures and discussions from the meetings.

8. Friends of the Library

Mr. Sorensen stated that the Friends had met and Mr. Meyer had discussed the space the Friends may get if the plan with the Building Commission is completed. He stated that the Friends had agreed to pay $1000.00 for the upcoming poetry program. He added that it was just another example of how the Friends helped support the Library. Mr. Meyer stated that eventually the Friends may approach the Board with a request to do a build-in. Mr. Sorensen stated that the second Saturday book sale had been crowded. Mr. Davis asked about the space the Friends where looking at for a build in. Mr. Meyer stated that he thought it was the space west of the old Local History Room.

9. Decatur Public Library Foundation

Mr. Alpi stated that the Foundation Board had taken a tour of new Local History Room. He thinks that they were happy with the progress. He added that there had been some discussion about planning a soft opening and a grand opening. He added that the Foundation has agreed to pay for the donor and recognition plaques.

10. Old Business

None

11. New Business

<u>IPLAR and Annual Reports</u>
Mr. Meyer discussed the IPLAR, annual reports and timelines with the City and Library. He informed the Board of some changes in the reports. Mr. Meyer discussed the timeline and format of the report usually sent to the City. He stated that he had made some changes and would like to hear some feedback from the Board. There was discussion about the reports and timeline. Mr. Sorensen stated that maybe they needed a cover letter attached with the letter they sent to the City, stating the present needs of the library. Mr. Meyer stated that he could add an executive summary if that would work. Mr. Sorensen stated that he thought an executive summary would work. There was discussion about Section K in the annual report, the statement concerning the money required for library operations in 2016. There was discussion about the timeline for submitting the budgets and reports to the City. Mr. Alpi stated that they should probably have something ready by August, 2015. There was discussion about past strategic planning. Mr. Sorensen stated that he thought things might change with Building Commission agreement. Mr. Alpi asked Mr. Meyer if there some things that he wanted to point out about library operations. Mr. Meyer answered that he thought the library challenged to provide programming and the circulation was still declining. He added that some of the trends were still unexplained and not necessarily connected with the e-book circulation. Motion to receive and file annual reports made by Mr. Sorensen, seconded by Mr. Davis, unanimously approved

12. Standards for Illinois Libraries

Mr. Meyer discussed Facilities: Core Standards for libraries in Illinois. He stated that Matt Wilkerson had answered the majority of the questions regarding the technology requirements. There was discussion about the free Wi-Fi and free Internet.

13. Public Comment

None

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Ms. Kruml
Meeting adjourned at 5:49 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 3/19/2015

DECATUR PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes

Date: March 19, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (President)
Susan Kruml
Dr. Priscilla Palmer
Mark Sorensen
Garry Davis
Donna Williams

Staff: Rick Meyer (City Librarian)
Robert Edwards (Asst. City Librarian)
Rebecca Damptz

Absent: John Phillips

Visitors:

1. Call to order

Meeting called to order by Mr. Alpi at 4:30 p.m. Mr. Alpi stated that he had heard from Mr. Phillips and he would not be able to make it.

2. Agenda

Motion to approve the agenda made by Mr. Davis, seconded by Dr. Palmer, unanimously approved

Minutes of Previous Meeting

Motion to approve the minutes with correction in Finance and Properties section made by Mr. Sorensen, seconded by Dr. Palmer, unanimously approved.

3. Communications from the Public

Mr. Alpi announced that he was sad to report that long-time Board of Trustee member Eugene King had recently passed away. Mr. Alpi and the board members discussed the faithfulness of Mr. King, adding that Mr. King would be missed. There was more discussion about Mr. King's years of faithful service. Motion by Mr. Sorensen to acknowledge Mr. King's service in a special manner, seconded by Mr. Davis, unanimously approved.

4. City Librarian's report

Mr. Meyer discussed that he had recently completed the annual report. He stated that the division heads had done annual reports for their divisions. He added that he and Mr. Edwards had met with a representative from Tech Logic to discuss installing RFID in the library. He stated that they had recently had a meeting with the Decatur Public Building Commission to discuss the proposed agreement with the Library. He mentioned that the circulation of materials was fairly even compared to last year, however less without the inclusion of e-books. Mr. Meyer stated that the gate-count was down, but new the registration of new patrons was up. He added that there some overtime allotted in February due to snow removal, the vacation time taken by staff and staff illnesses. He spoke about increasing hours for the maintenance staff. Mr. Meyer stated that the Technical Services department had cataloged incoming materials, withdrew materials and continued to process materials. He added that Children's circulation was also down slightly. The Readiculous and Baby Talk programs had brought a lot of visitors into the library. He stated that the Matt Wilkerson had replaced the printers and desktops and setup a new computer from Local History. He added that the recorded number of assists were down probably due to the methods of documenting assists. He stated that better ways to document assists were being investigated. He stated that Alix Frazier was recently hired in Adult Services for the new Library Assistant position. He discussed the Interlibrary Loan circulation and Gale databases. Ms. Williams asked if Mrs. Frazier was a recent graduate. Mr. Meyer answered that Mrs. Frazier had recently worked at Regions bank, he added she also had significant book store experience.

5. Personnel, Policy and Public Relations Committee

Dr. Palmer stated that the Personnel, Policy and Public Relations committee met during the month of March. She added that the committee continued to review library policies. The committee reviewed the Continuing Education and Travel policy and the Meeting Room policy. There was discussion about the Meeting Room policy. Mr. Sorensen asked Mr. Meyer if he would like the policy to be approved. Mr. Meyer stated that he believed that is what the Personnel, Policy and Public Relations committee had recommended. Mr. Sorensen asked, how the policy would relate if the library goes forward with the Decatur Public Building Commission agreement. Mr. Meyer stated that he assumed the library would continue to book rooms and receive the revenue. There was more discussion about room bookings. Mr. Meyer stated that it was his understanding that the Library and the County would have priority bookings. Motion by Mr. Sorensen that the Board approves the Continuing Education and Travel policy, seconded by Dr. Palmer, unanimously approved

Motion by Mr. Sorensen that the Board adopts the Meeting Room Policy with changes, seconded by Dr. Palmer, unanimously approved

Mr. Meyer stated that that the Board may want to consider having the fee schedule separate from the rest of the policy. There was discussion about the separate fee schedule. Mr. Sorensen stated that he agreed with a separate Board approved fee schedule, he stated that changes should be reviewed by the Board.

Motion by Mr. Sorensen to approve the presented fee schedule, seconded by Dr. Palmer, unanimously approved.

6. Finance and Properties Committee

Check register

There was discussion about the check register. Mr. Meyer took time to address past multiple entries of the Illinois Compiled Statutes. He added that the payments that were listed are partial payments. Motion to approve check register by Dr. Palmer, seconded by Mr. Davis, unanimously approved.

Budget update

Mr. Meyer stated that budget appeared to be pretty much on track, but there still was not enough data to present a good forecast, possibly at the end of March. He stated that the library was a little over budget on the Services to Maintain Buildings line. He added that some of the additional costs were associated with the Local History project.

Library/Building Commission/County

Mr. Alpi stated that they had met with the County and the Building Commission and went through the list of concerns and discussed points concerning relating to a lease agreement. He added that hopefully they would have something by the next meeting. Mr. Meyer stated that Jerry Lord was ready to discuss staffing patterns and had scheduled interviews with the present library maintenance staff.

7. Illinois Heartland Library System (IHLS)

Mr. Meyer gave an overview of the IHLS Strategic Planning Focus group that he had attended. He stated that IHLS had hired a consultant to help strategic planning process. He discussed some of the things that he and staff had come up with that could help libraries. He stated that using a consultant to develop the Decatur Public Library's strategic plan is an option that he has also considered.

8. Friends of the Library

Mr. Sorensen stated that the Friends had met in February. He added that the Friends had upward of $119,000 in their reserves. He stated the Friend's Board had agreed to fund the Summer Reading Program and the READiculous program. He stated that the Friends recent monthly book sale had been successful. He added that they were also doing sales on EBay.

9. Decatur Public Library Foundation

Mr. Phillips said that the Foundation had not met since the January meeting. He added that the sooner the Library can get to a list of other projects that the Foundation can look at the better. Mr. Meyer stated that there had been some discussion to staff about the coming up with ideas for the Foundation. Mr. Phillips stated that while those were good ideas, he was looking for something a little different.

10. Old Business

Mr. Sorensen stated that he and Ms. Damptz and a few others had recently done a walkthrough of the new Local History space with the contractors. Mr. Meyer added that Ms. Damptz had found issues with the paint job that had been done. Ms. Damptz added that she had forwarded the list to Mr. Haley. Dr. Palmer asked if there had been any change orders. Mr. Meyer answered that there had been some change orders, but the change orders had saved the library money. There was discussion about the Local History workroom floor. Mr. Alpi stated that it was good news that the project was on time and under budget. There was more discussion about the Local History project.

Other

Mr. Alpi stated that there would be some vacancies on the Board in a few months. He added that a new Board member would be announced at the next City Council meeting. He stated that with the unfortunate passing of Mr. Eugene King there was another opening on the Board. There was more discussion about Board vacancies.

11. New Business

None

12. Standards for Illinois Libraries

Mr. Meyer discussed Access Standards in the Standards for libraries in Illinois. He stated that the Library does well, but the library is lagging in hours of operation. He stated that the recommended hours are 75 per week. He stated that in order to increase hours, there may also be a need to increase staff. Mr. Sorensen discussed that he had some issues with the navigation of the Library's website. There was discussion about the circulation procedures and policies.

13. Public Comment

Nancy Rostek

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Dr. Palmer
Meeting adjourned at 5:42 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 4/16/2015

DECATUR PUBLIC LIBRARY
BOARD OF TRUSTEES

Minutes

Date: April 16, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (President)
Dr. Susan Kruml
John Phillips
Mark Sorensen
Garry Davis
Donna Williams
Jenny Sykes

Staff: Rick Meyer (City Librarian)
Robert Edwards (Asst. City Librarian)
Rebecca Damptz

Absent: Dr. Priscilla Palmer

Visitors:

1. Call to order

Meeting called to order by Mr. Alpi at 4:37 p.m.

2. Agenda

Motion to approve the agenda made by Mr. Sorensen, seconded by Dr. Kruml, unanimously approved.

Minutes of Previous Meeting

Motion to approve the minutes made by Mr. Sorensen, seconded by Mr. Phillips unanimously approved.

3. Communications from the Public

Mr. Alpi announced that the new board member, Jenny Sykes was in attendance. He introduced Sykes to the board members. Mr. Edwards led Mrs. Sykes through the oath to become a member of the Decatur Public Library Board of Trustees.

4. City Librarian's report

Mr. Meyer announced that the walls were finally down and the new Local History room was viewable to the public. He added that the project was ahead of schedule and under budget. Mr.

Meyer stated that he had attended an Illinois Heartland Library System (IHLS) strategic planning session. He explained that IHLS was gathering input from libraries during their strategic planning stage. He added that he had spoken with the library's e-book consultant and was working on ways to reduce costs. He stated that circulation was still down. Mr. Phillips asked if there had been any security issues. Mr. Meyer stated that for a while there had been a more patron bans, but recently the patron reports had been less. Mr. Sorensen asked if there was a decline in the accessing the online e-materials. Mr. Meyer gave an overview of the library's online downloads.

5. Personnel, Policy and Public Relations Committee

Mr. Alpi stated that he had asked Dr. Kruml to be the Chair of the Personnel, Policy and Public Relations committee. Mr. Phillips stated that he would like for there to be some discussions in the near future about recognizing recently deceased board member Mr. Eugene King. Mr. Sorensen stated that he had some ideas that could be discussed at a later time.
Mr. Alpi stated that he had asked Dr. Kruml to take the lead in the City Librarian's evaluation process.

6. Finance and Properties Committee

Mr. Alpi stated that he had asked the new board member Mrs. Sykes to be on the Finance and Properties committee.

Check register
Mr. Phillips stated that the check register was in the board packets for review, he added that the checks on the register had already been paid. Mr. Sorensen asked what budget line the local history furniture would be on. Mr. Meyer answered that the furniture is paid for from the Myer fund. There was more discussion about the check register. Motion to approve check register by Dr. Kruml, seconded by Ms. Williams, unanimously approved.

Budget update
Mr. Meyer stated that budget appeared to be on track. Mr. Meyer stated that there were a few abnormal issues. He added there had been more overtime at this point than initially forecasted. He added that it was also a big months for spending for books and periodicals. There was discussion about future revenue.

Library/Building Commission/County
Mr. Alpi stated that the planning with the County and the Building Commission was moving forward to the point where the attorneys from both sides were drafting the details of an agreement. He added that the Library should have something back from the other attorneys the following week. Mr. Alpi stated that the agreement seemed to be on course. Mr. Phillips stated that there was the possibility of additional challenges with new appointments to the City.

7. Illinois Heartland Library System (IHLS)

Mr. Meyer stated that there was nothing additional to report about IHLS.

8. Friends of the Library

Mr. Sorensen summarized the duties and mission of the Friends for the new board member. He said the Friends have monthly book sales and a monthly book review called Books Between Bites. Mr. Meyer stated that people had been sending in donations for recently deceased board member Eugene King. Mr. Meyer stated that he had recently been approached by someone associated with the County office who is interested in sponsoring an annual event in honor of Mr. King. Mr. Phillips asked if the ideas could be consolidated. Mr. Meyer answered that he thought that the ideas could be consolidated.

9. Decatur Public Library Foundation

Mr. Phillips said that the Foundation had met earlier in the week. He stated that they had discussed future meeting dates and replacing the members whose terms were expiring. Mr. Sorensen suggested that lists be digitized for future accessibility. He stated that they had discussed providing funds for upcoming donor and open house events for the new local history room. He added that the grand opening events had been rescheduled to June 12th and 13th. Mr. Meyer stated that the floor had been redone but they were still waiting to get some carpet issues corrected. Mr. Alpi stated that he was glad the flooring issues were resolved. He added that the donor plaques were being designed. Mr. Alpi thanked Mr. Sorensen for heading up the efforts to appreciate the donors. Mr. Phillips

10. Old Business

None

11. New Business

Mr. Phillips stated that perhaps there could be something they could do to recognize past board members who have been a part of the local history project. Mr. Phillips stated that the Board would need to start thinking about new member replacement. Mr. Alpi stated that a nominating committee would be assembled. Mr. Alpi stated he had received information about another person interested in becoming a board member that he had not been in contact with yet. Mr. Phillips stated that while they are considering members, he wanted to be sure that consideration was given to searching for individuals in the African-American committee, especially since library services are heavily used by the African-American community.

12. Standards for Illinois Libraries

Mr. Meyer discussed Standards for Libraries in Illinois. He stated that the Library is doing better with spending for materials this year. He added that they are not at 12% yet. He discussed guidelines and criteria for materials selection. He discussed materials cycle, specifically weeding and ordering. Mr. Sorensen asked about interlibrary loans (ILL). Mr. Meyer and Mr. Edwards discussed ILL procedures and comments. Dr. Kruml added comments about ILL procedures at Millikin University. Mr. Meyer added that patron requests for purchase are considered.

13. Public Comment

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Dr. Kruml
Meeting adjourned at 5:56 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 5/21/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: May 18, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (President)
John Phillips
Garry Davis
Donna Williams
Dr. Priscilla Palmer
Dr. Susan Kruml
Mark Sorensen

Staff: Rick **Meyer, City Librarian**
Robert Edwards, Interim City Librarian
Rebecca Damptz, Archivist

Absent: Jenny Sykes

Public comments:

Call to order

Mr. Alpi called the meeting to order at 4:30 p.m.

Agenda

Motion made by Mr. Phillips to approve the agenda, seconded by Dr. Palmer, unanimously approved.

Minutes of Previous Meeting

Motion made by Dr. Kruml to approve the April, 2015 minutes, seconded by Mr. Phillips, unanimously approved.

Communications from the Public

None

City Librarian's report

Mr. Meyer stated that he'd attended several meetings during the month. He met with two Board of Trustees members, Mr. Edwards and City officials to discuss the Decatur Public Building Commission/County/Library agreement. He spoke with the Altrusa group as guest of Dr. Palmer.

He also met with Julie Martin, Carol Robinett and Kurt Leppert to implement a new process that may save about 20 hours a week with acquisitions. He stated that library circulation and visitor count were down, however he they have been having a few problems with the gate counter. He added that the children's circulation stats also were down slightly. Noah Tipton gave his notice of resignation last month, but he is now working part-time until the Local History project is complete. He added that there was also another retirement from the Maintenance department.. He stated that the Library's website had recently been hacked; however Matt Wilkerson had been able to get it fixed. Becky Damptz completed a project with Assistant City Manager Billy Tyus. Patron assists were up. The Adult Services highlight for the month was the poetry program. He stated that several notable individuals volunteered to read poetry for the program including board member Mark Sorensen. Mr. Sorensen asked how the circulation drop compared to other libraries. Mr. Meyer stated that he believed that libraries were having the similar economic issues which consequently affected circulation.
Mr. Meyer stated that the library had water issues last month due to some heavy rains and a failed check valve. The failed check valve allowed a great deal of water to come into the building. He commended the staff on their great response, stating that there could been a great disaster if the staff hadn't responded so well. He added that the Servpro had been called in to remove the remainder of the water and dry out the area to prevent future mildew and mold. There was addition discussion about the leak, insurance responsibilities and the City's Risk Management.

Personnel, Policy and Public Relations

Computer Lab Policy
Dr. Kruml stated that the personnel public policy and public relations committee had met and reviewed the Computer Lab Policy. She said the Computer Lab policy with the recommended changes was included in the board packets. She added that there were not many changes suggested. Dr. Palmer asked if the lab rental was for 4 hours only. Mr. Meyer answered that the hourly limits were somewhat past practice.
Motion to approve the Computer Lab Policy by Mr. Sorensen, seconded by Dr. Kruml, unanimously approved.

City Librarian's Evaluation
Dr. Kruml stated that the committee had decided that they would review the forms to be used for evaluation process. She said that she had met with Mr. Meyer and discussed the evaluation. Dr. Kruml stated that the goal was to distribute forms to the board members and then meet and discuss what the written report should be.

Finance and Properties

Check Register
Mr. Phillips stated that the check register represented the library bills that have already been paid.
Motion to approve the check register by Mr. Sorensen, seconded by Dr. Kruml, unanimously approved.

Budget
Mr. Meyer stated that at this point the library appeared to be in good shape financially. He added that the next item on the agenda, which was the agreement, might change the forecast. He stated that they were looking to add a SmartBoard through the PNG grant money. It was something that the PNG group would use, but it would be good for other library use as well. Mr. Phillips asked if he could discuss the salary portion of the management staff handbook and discuss that. Mr. Meyer stated that the library hadn't updated the management staff handbook in several years and the attached management scale since approximately 2006. He discussed the pay classifications and some of the management scales. Mr. Phillips asked Mr. Meyer to look into the salary scale categories and come back to the board with suggestions.

Decatur Public Library/Decatur Public Building Commission/County Resolution

Mr. Phillips stated that he did not feel the need for a closed session for the next item on the agenda, but asked if anyone else wanted to go to close session. The consensus of the board was that they stay in open session. Mr. Phillips discussed some of the history behind creating the agreement between the Building Commission, the Library and the County to date. Mr. Alpi read the resolution that was presented to the Board for vote. Ms. Williams asked if there was a record of the contingencies. Mr. Alpi discussed the contingencies. He stated that one contingency was that the building that the county presently occupied must be sold before they could complete the deal.
Motion by Mr. Phillips to approve the resolution presently before the Board, that the Finance and Properties committee recommend to Board of Trustees, that the Lease Agreement and Management Agreement between the Decatur Public Library Board of Trustees and the Decatur Public Building Commission previously circulated to the Board of Trustees, and the transfer of the Library Building to the Decatur Public Building Commission, be approved, and recommend that the Board of Trustees authorize the President of the Library Board of Trustees to execute a Lease Agreement and Management Agreement, in substantially the same form as said Lease Agreement and said Management Agreement, and to execute documentation, including a deed, transferring the Library Building to the Commission, at such time as 1) the Commission satisfies all contingencies that it has communicated to Decatur Public Library Board of Trustees, 2) the County satisfies all contingencies that it has communicated to the Trustees, and 3) the City of Decatur's approval of the transfer of the Library Building located at 130 N. Franklin St., Decatur, IL 62523 to the Commission and the associate lease transaction, seconded by Dr. Palmer.

Vote yes-John Phillips, Dr. Palmer, Donna Williams, Mark Sorensen Dr. Susan from, Gary Davis, Jim Alpi
Absent-Jenny Sykes

Friends of the Library

Mr. Sorensen stated that the Friends group had met and discussed previous book sales and continuing the online newsletter. He mentioned there were concerns about who would take on some of the responsibilities of the online newsletter. Dr. Kruml mentioned that perhaps an intern from Millikin could help out. Mr. Meyer said he could pass that information on to the Friends.

He stated that there was also plenty of discussion about the new location for the Friends in the old local history room. There was more discussion about the Friends and their distribution list.

Foundation

Foundation Board did not meet

Old Business

Mr. Sorensen stated that small committee had met to begin planning the open house ceremonies for the donor night and also for the grand opening day after. He stated that the ribbon-cutting should happen at some point between 1:00 p.m. and 3:00 p.m. on that Saturday, June 13th. Ms. Damptz stated that they are now operating out of the new local history room, the old local room area is closed to the public. Mr. Phillips asked if they had a plan or diagram to show what it would look like when they finished moving everything in. Ms. Damptz stated that the focus at the moment is getting everything in there. Mr. Sorensen discussed the giving and the donations from various individuals. Mr. Alpi announced that special thanks should be given Mr. Sorensen all the work he has done in the planning of ceremonies. He added that Mr. Sorensen had donated money for the plaques. Mr. Sorensen stated that he believed that the addition of the archivist was very important to the completing the project. Mr. Alpi stated that there have been lots of people on the current board and other boards that were instrumental in bringing the project to completion.

Standards for Illinois Libraries

Mr. Meyer discussed Chapter 8 in the Standards for Public Libraries in Illinois. He explained the reference services at the library, stating he would be looking to put a reference service policy before the Personnel Policy and Public Relations committee next month. He said there were a few areas in this section of the guidelines that the library could work on. Mr. Sorensen stated that he hoped they would be able to continue to sustain an archivist in that area, which could become another resource.

Meeting Adjourned

Motion to adjourn by Dr. Palmer, seconded by Mr. Davis

Meeting adjourned at 5:31 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 6/18/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: June 18, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (President)
John Phillips
Garry Davis
Donna Williams
Dr. Priscilla Palmer
Jennifer Sykes
Mark Sorensen

Absent: Dr. Susan Kruml

Staff: Rick Meyer, City Librarian
Robert Edwards, Interim City Librarian
Rebecca Damptz, Archivist

Call to order

Mr. Alpi called the meeting to order at 4:30 p.m.

Agenda

Mr. Meyer stated that he would like to add the presenting of the Board plaques to the agenda. Motion made by Mr. Sorensen to approve the agenda, seconded by Mr. Phillips, unanimously approved.

Minutes of Previous Meeting

Motion made by Mr. Sorensen to approve the May, 2015 minutes, seconded by Mr. Phillips, unanimously approved.

Communications from the Public

Mr. Alpi presented a plaque recognizing the years of service of former Board member Eugene King to his widow, Mary Lou King. Mrs. King was accompanied by her son, daughter-in-law and grandchildren.

City Librarian's report

Mr. Meyer stated that he'd attended several meetings during the month in preparation of the grand opening of the local history room. He also met with various board members to discuss library strategic planning and the pending building agreement. He announced that the READiculous program had been nominated for an award. Mr. Meyer gave updates on the various departments. Mr. Phillips said that Ms. Damptz had done a phenomenal job with her speech during the tour of the local history room. Mr. Davis asked about the excessive amount of vehicles in the library's parking lot. Mr. Meyer answered that the increase in cars was from the Grow Decatur meetings. Mr. Alpi thanked the board members and others who were able to attend the donor opening and the grand opening. He said everyone did a great job at the presentations.

Personnel, Policy and Public Relations

<u>Bylaws and City Librarian's Evaluation</u>
Mr. Alpi announced that Dr. Kruml was not able to be at the meeting. He asked Mr. Meyer to give an update from the meeting. Mr. Meyer stated that they had discussed the bylaws and the city librarian's evaluation. Mr. Alpi stated that it was his understanding that as they progressed further into the process Dr. Kruml would be bringing an evaluation form to the Board of Trustees to look over.
<u>Management Salary Scale</u>
Mr. Meyer stated that the management salary scale was still a work in progress. He said that he was working with Mrs. Sykes and Dr. Kruml to review the salary scale. He said they had reviewed and discussed comparisons from other libraries. Mr. Phillips stated that he was pleased that they had 3 capable people working on the changes. He hoped they would be bringing a proposal at a later meeting.

Finance and Properties

<u>Check Register</u>
Mr. Phillips stated that the check register was included in the packets for review. He added that the check register represented the library bills that have already been paid. Mr. Sorensen asked about the Mid-American expense. Mr. Alpi answered that the utilities were broken up into different groups. Mr. Sorensen asked about the Midwest line. Mr. Meyer answered that Midwest was a company that the library purchased audiobooks from.
Motion to approve the check register by Mr. Phillips, seconded by Mr. Sorensen, unanimously approved.

<u>Budget</u>
Mr. Meyer stated that the library still appears to be in good shape financially. He added that there has not been a lot of activity. He discussed potential issues with the forecast; the increases on the professional service line and electricity line. Mr. Meyer stated that there was still the possibility of a surplus. Mr. Phillips reminded the board that in past meetings they had discussed the need to plan where to place the potential surplus. Mr. Meyer cautioned that he thought the forecast gave false sense of how well things are. He discussed some expenses that the library was no longer committed to (i.e. recent retirees) Mr. Phillips and Ms. Williams mentioned that perhaps at some point the library could move back to being better staffed.
Mr. Phillips stated that Mr. Meyer had informed him that he had started on the 2016 budget. He added that it was nice to know Mr. Meyer was on top of it.

Decatur Public Library/Decatur Public Building Commission/County Resolution
Mr. Phillips stated that the City continues to do their due diligence to find out more information concerning the agreement. He said he thought that it may be on the next City Council agenda. He suggested that they mark that day on their calendars and plan to attend if they could. He added that Jay Dunn and some of the County board members also planned to be at the meeting. There was discussion about how the City Council might react to the agreements. Mr. Alpi passed around a sheet of discussion points for review. He stated that he remained confident the deal with the building commission would proceed. He said the deal minimizes expenses, maximizes the use of library space, and was also a good deal for the taxpayers. Mr. Alpi stated that the library's revenue had been flat for the last few years but the expenses were consistently growing.
Mr. Alpi stated that there had been some discussion about the amount the City contributed when the library had moved into the building. He stated that the deed was in the Trustees name and under State statutes the Library Board of Trustees remain separate even though the board members are appointed by the Mayor. He discussed an article in the Herald and Review that specified that the Library had purchased the building and the City had provided funds for the renovation. There was more discussion about the ownership of the building and the City's concerns about the bonds. Mr. Davis asked if the entire amount of $750,000 in bonds belonged to the library. Mr. Phillips stated that he really didn't know the answer to that. Mr. Sorensen asked if there was some evidence that the library has ever paid on the bonds. Mr. Phillips and Mr. Meyer answered that there was none. There was more discussion about the bonds. Mr. Phillips stated that the City Manager has decided that the agreement needs the approval of the City Council. There was more discussion about the City's involvement in the agreement. Mr. Phillips stated that the agreement seemed to be about as good of a deal that they could get. Mr. Sorensen asked about the list of concerns that were during the library's open meetings at the beginning of the process. Mr. Phillips stated that at the beginning of the process the Library requested that the City attorney represent the Library in the process, but they had declined. Mr. Alpi stated that he felt that the City was only doing their due diligence and they had right to examine the agreements if they wished

Illinois Heartland Library System (IHLS)

No meeting

Friends of the Library

Mr. Sorensen stated that the Friends group had met in the old Local History room to get an idea of the space they may be getting. He added that the Friends of the Library had approximately $122,000 in their account. Due to all of the changes he said the Friends group was sitting on the money for the moment. He said the Friends were looking to add new members to their board.

Foundation

Mr. Phillips stated that the Foundation Board did not meet. He thanked everyone for their support in making the grand opening a success.

Old Business

Mr. Sorensen stated that he thought the donor night and the grand opening the day after had gone well. He said he was pleased to see librarians from other libraries show up. Mr. Alpi thanked Mr. Sorensen for his efforts past and present. Mr. Sorensen stated that was glad the library had decided to add and continue to fund the Archivist position. He hoped they would continue to support this position, especially since they had the new room. He discussed some of the benefits of the local history room to the community. There was more discussion about the photos and other items in the local history room.

New Business

Mr. Phillips stated that he recently spoken with the Mayor about the new appointments. He said the response from the Mayor's office was that he would like to see the Building Commission thing resolved first and for the time being the appointments for the Board members had been tabled. Mr. Phillips discussed his desire to see the board members whose time had expired stay as long as they were willing. Mr. Sorensen stated that he would be unhappy if the appointments were delayed and the former board members lingered. There was more discussion about board appointments.

Standards for Illinois Libraries

Mr. Meyer discussed Chapter 9: Programming in the Standards for Public Libraries in Illinois. He explained the staffing levels did not allow the Library to do the programming that they would like. He discussed some of the programing that was currently offered.

Public Comment

None

Meeting Adjourned

Motion to adjourn by Mr. Alpi, seconded by Mr. Davis

Meeting adjourned at 6:20 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 7/16/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: September 17, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)
Michael Sexton
Mark Sorensen
Dr. Susan Kruml
Jennifer Sykes
Gregg Zientara
Aaron Largent
Donna Williams

Staff: Rick **Meyer, City Librarian**
Robert Edwards, Asst. City Librarian

Absent: Dr. Priscilla Palmer

Guests: Amy McEvoy

Call to order
Mr. Phillips called the meeting to order at 4:30 p.m.

Agenda
Motion to approve the agenda with the change of the Friends date and adding the proclamation for the Friends of the Library week by Mr. Sorensen, seconded by Ms. Williams, unanimously approved

Minutes of Previous Meeting

Motion to approve the minutes with the discussed changes by Mr. Sorensen, seconded by Mr. Largent, unanimously approved

Communications from the Public

None

City Librarian's report

Mr. Meyer reported that he had attended several meetings the previous month. In addition to staff, he had also met with Dr. Kruml to discuss the management policy and the City Manager, Tim Gleason.
Mr. Meyer reported that there was a slight drop in library visits by patrons as well as the circulation of physical materials. He reported that in August Mr. Edwards had done some research on the library's circulation trends. He said the numbers showed that currently more patrons from surrounding libraries were visiting the Decatur public library than the opposite, with the lone exception was the Forsyth Public Library. He added Mr. Edwards had also reported that circulation by zip code shows that a significant

number of Decatur patrons live up by the Forsyth area and it's possible the having mall and shopping centers in that area might be drawing some of the Decatur patrons to that library. He added that he would be studying the numbers further. Mr. Meyer said there were no big projects going on with the Maintenance, the Children circulation stats down and the Technical Services department output was about the same. Mr. Meyer reported that there were about 4000 patrons that accessed the public computers last month. He said the Local History area had added an intern who was helping out with a yearbook project. Mr. Meyer said they were also currently in discussions with the union about changing the duties of a current library position.

There was discussion by the Board about library computer usage and the effect on foot traffic. Mr. Phillips stated that in addition to his other responsibilities, Mr. Meyer had taken time to prepare the two budgets and budget narrative. Mr. Sorensen said Mr. Meyer could probably check with Millikin University for assistance with the local history project that they were working on.

Mr. Meyer stated that the Friends had recently had their annual book sale. Amy McAvoy announced that the Friends had grossed approximately $22,000 in their Labor Day book sale. She thanked everyone who had attended book sale. Mr. Phillips announced a Friends of the Decatur Public Library appreciation week proclamation proposal. Mr. Meyer read the proposed document. There was discussion about the proclamation, Mr. Sorensen recommended that the proclamation be approved and a copy be sent to the mayor's office and for the City to consider adopting. Motion by Mr. Sorensen that the Friends of the Decatur Library Week proclamation be adopted by the Library Board of Trustees, seconded by Dr. Kruml, unanimously approved

Personnel, Policy and Public Relations

Mr. Phillips stated that the committee members had met for the Personnel, Policy and Public Relations.

Mr. Meyer stated that the committee members discussed the trustee bylaws. He said there had been discussions about revising the language of the bylaws. Mr. Sorensen stated that the Illinois Revised Code had been changed to Illinois Compiled Statutes. Mr. Meyer stated he would make the changes in the bylaws revision. There was discussion by the board members about the differences between the City code and the Illinois Compiled Statutes. Motion by Mr. Largent to adopt the bylaws with the changes recommended, seconded by Mr. Sexton, unanimously approved

Mr. Meyer stated that the committee had also recommended that the board eliminate the library's old travel policy. Motion by Mr. Zientara to eliminate the old travel policy, seconded by Mrs. Sykes, unanimously approved

Finance and Properties

Check Register

Mr. Phillips stated that the current check register was in the board packets. Mr. Largent asked about the legal fees listed on the check register. Mr. Meyer's answered that those would be accounting fees. Mr. Meyer explained the fees for the Internet costs which included AT&T, ICM and Comcast costs. He also talked about the E-rate discount. Mr. Meyer said he was also keeping a close eye on the water bill costs which seemed to be rising. He stated that the maintenance supervisor Noah Tipton was checking for potential causes of excessive water usage. There was discussion by the Board about potential causes for the increase water usage. Mr. Meyer said he would investigate the rates again and also call the City. Motion to approve the check register by Mr. Zientara, seconded by Mr. Sexton, unanimously approved

Budget and Decatur Public Library/Decatur Public Building Commission/County Agreement

Mr. Meyer discussed the budget and potential reserves for the 2015 fiscal year. Mr. Zientara discussed the potential projection and the capital line. Mr. Meyer stated that the library was still in pretty good shape budget wise.

Mr. Phillips stated there was nothing new to report concerning the City/Building Commission agreement other than the meeting in August. Mr. Sorensen said that on August 25, he and the City manager Tim Gleason, the City's attorney, Wendy Morthland, the new mayor Julie Moore-Wolfe, John Phillips and City Librarian Rick Meyer had met. He said that the City Council had instructed Mr. Gleason during the City Council meeting to explore alternatives to the Building Commission deal which the generally discussed. He added that during the August 25 meeting, the questions were mostly about the County and the Decatur Public Building Commission. He said no specifics were offered on the City's plans buying the building. Mr. Sorensen said that at this point they were waiting on Mr. Gleason to get back with the library. Mr. Phillips added that the library should possibly look for alternatives. There was discussion about possible alternatives to the Decatur Public Building Commission or the City buying the Library.

Mr. Phillips stated that there were currently two budget proposals on the table that had been prepared by Mr. Meyer, one with the Decatur Public Building Commission in control and one without. There was discussion about the two proposals. Mr. Zientara stated that there was also some concern by the City about what might happen with the City finances after hearing the discussions that the State might consider freezing property taxes. There was discussion about the EAV and how it would affect the budget. Mr. Meyer discussed the proposed 2016 budget. He explained the items that were different from the 2015 budget. Mr. Meyer stated that he had budgeted for some staff raises, however the only raises there were guaranteed were the AFCSME raises. There was discussion about manager's raises, union raises and collective bargaining. There was discussion about previous budgets amounts in past years and the present options with the finances available. Mr. Phillips gave an overall summary of the budget options. He stated that the Finance and Properties committee had recommended presenting the 2 budgets to the City. Mr. Sorensen applauded the budget narrative by Mr. Meyer, which he said made it extremely easy to understand the budget. Mr. Largent agreed that the budget narrative by Mr. Meyer made the decisions easier. Mr. Phillips suggested they send the two budgets to the City Finance Officer, Mr. Zientara and go from there. Mr. Largent suggested they not use Mr. Zientara as the board liaison to present the budget proposals to the City. Mr. Zientara asked if the library might still want to consider the option of outsourcing maintenance, if the library does not go with the Decatur Public Building Commission. Mr. Sorensen stated that they were still waiting to hear from Mr. Gleason. Mr. Sexton asked if they would get a quicker response if they were to send two budgets to the city. Mr. Zientara stated that he was sure the City was currently in discussions about the direction to go with the library, specifically the capital needs like the parking lot library, operations, hours and staff. He discussed library borrowing money to take care of the needs. Mr. Sexton asked if the City could give them something on paper to look at. Mr. Zientara said he thought that they would be further along by now, but a lot of unexpected events had prolonged things. Mr. Zientara stated that it was his belief that the City could do it cheaper than the Decatur Public Building Commission. Mr. Sexton said that he would still like to see something in writing to know what was being offered. Mr. Phillips said the Public Building Commission had also said that it would assume the risk. Motion by Mr. Largent to send the two budgets to the City to begin the budget discussions with the City and to approve the changes in increasing the trust specifications as presented by Mr. Meyer, seconded by Mr. Sexton, unanimously approved

Illinois Heartland Library System (IHLS)

Mr. Meyer stated that the previous invoice present by IHLS had been wrong. The library had been undercharged on the annual bill.

Friends of the Library

Mr. Phillips mentioned the Friends of the Library book sale which had been discussed by Ms. McEvoy and the proclamation.

Foundation

Mr. Meyer stated that at the last meeting they had discussed nominations. He said that the two candidates were Amy Stockwell and Vicki Wrigley. There was discussion about adding the candidates to the Foundation Board. Mr. Zientara stated that he would have a hard time voting blindly for someone that he knew that nothing about. He asked if they could get resumes. Mr. Meyer stated that he would send out more information about the candidates to the board.

New Business

Standards for Illinois Libraries

Motion by Mr. Sorensen to postpone covering the chapter of Standards for Illinois Public Libraries, seconded by Ms. Williams, unanimously approved

Public Comment

Public comment by Deanna Davis

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Dr. Kruml, unanimously approved

Meeting adjourned at 5:55 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 10/15/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: October 15, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)
Michael Sexton
Mark Sorensen
Jennifer Sykes
Aaron Largent
Donna Williams

Absent: Dr. Priscilla Palmer, Gregg Zientara

Staff: Rick **Meyer, City Librarian**
Robert Edwards, Asst. City Librarian

Guests: Jerry Bauer, Wendy Morthland, Allison Petty, Amy McEvoy

Call to order
Mr. Phillips called the meeting to order at 4:30 p.m.

Agenda
Motion to approve the agenda by Mr. Sorensen, seconded by Mr. Sexton, unanimously approved

Minutes of Previous Meeting

Motion to approve the September minutes by Mr. Sorensen, seconded by Mr. Largent, unanimously approved

Communications from the Public

None

City Librarian's report

Mr. Meyer reported that he had volunteered to work with the Farm Progress show in September. He added that most of the people that he worked with at the show were from the surrounding areas. He stated that he was also presently working on a capital needs assessment document for the State. He met with AFSCME representatives in September to discuss shifting job assignments; he thought they had made good progress in the meetings. He said AFSCME had requested another meeting date in the future to discuss the library's proposed plans to increase or change hours of operation. He announced that he was also currently working on the 2016 budget. He said circulation of materials was down compared to 2014, but the visitor statistics was up. He stated the library was also on track with book budget spending. There was discussion by the board about the foot traffic and library grounds.

Personnel, Policy and Public Relations

Mr. Phillips stated that the committee members had met for the Personnel, Policy and Public Relations. Mr. Meyer stated that the committee members had voted to recommend Amy Stockwell and Vicki Wrigley as candidates for the Foundation board.
Motion by Mr. Sorensen to approve Amy Stockwell and Vicki Wrigley as new members of the Foundation Board, seconded by Mr. Sexton, unanimously approved

Finance and Properties

Check Register
Mr. Phillips stated that the check register was in the board packets. Mr. Meyer explained a note in one field on the check register.
Motion to approve the check register by Mr. Largent, seconded by Ms. Williams, unanimously approved

Budget Report
Mr. Meyer discussed the budget and potential reserves for the 2015 fiscal year. He stated that collection of property tax was not as robust as he or the City Treasurer had hoped for. He said the collection was about $50,000 shy of what was anticipated, therefore the forecasted totals would have to be adjusted. He said he hoped the difference would be made up in December. Mr. Meyer also discussed the inconsistencies in the natural gas and electric bills.

Decatur Public Library/City of Decatur/Decatur Public Building Commission

Mr. Phillips acknowledged the visitors from the City, Assistant City Manager Jerry Bauer and City Attorney Wendy Morthland. Mr. Bauer thanked the Board for their acknowledgements and stated that he was attending the meeting to deliver a correspondence from the mayor's office. He said the library building is considered an important asset to City. He stated that there was still some concern about the remaining bond debt. He stated that the City is committed to maintaining the library building. Mr. Bauer read the letter from Mayor Moore-Wolfe stating that there have been several discussions over the past few months that spoke on the basis of what the City is proposing and what the Board of Trustees expects. He read Mayor Moore–Wolfe trusted that the discussions have produced a mutual belief that the Library and City share the same goals for the residents of Decatur. On November 16, 2015 the City Council proposed to meet in executive session to formalize an offer to be presented to the Board of Trustees in the form of a written presentation prior to the next Board of Trustees meeting on November 19th for consideration. The City Manager Tim Gleason would attend that meeting prepared to respond to any questions. The letter concluded with the mayor expressing her appreciation to the Board for their service to the community. Mr. Phillips thanked the City representatives for their correspondence. There was discussion about if a response was needed.

Motion to enter into closed session at 4:57 p.m. for the purpose of Illinois Compiled Statute Section 5 ILCS 120/2 (c) (6) the setting of a price for sale or lease of property owned by the public body by Mr. Sorensen, seconded by Mr. Sexton, unanimously approved

Motion to exit closed session at 5:40 p.m. by Mr. Sorensen, seconded Mr. Largent, unanimously approved
Mr. Phillips summarized that the Board was considering the request made by the City and would respond in 10 days. Mr. Sexton said the Board appreciated the City representatives coming to the meeting.

Motion by Mr. Sorensen to enter into closed session at 5:45 p.m. for the purpose of Section 5 ILCS 120 2(c) (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, seconded by Mr. Largent, unanimously approved
Motion to exit closed session at 5:51 p.m. by Mr. Sorensen, seconded by Mr. Largent, unanimously approved
Mr. Sorensen stated the purpose of the closed session was to discuss the City Librarian's evaluation. He stated that the Board wanted to commend Mr. Meyer on doing a good job and the recommendation was that Mr. Meyer receives a $2500.00 increase in his base salary effective January 1, 2016.
Motion by Mr. Largent that Mr. Meyer receives $2500.00 increase in his base salary effective on January 1, 2016, seconded by Mrs. Sykes, unanimously approved

Illinois Heartland Library System (IHLS)

Mr. Meyer stated that the invoice had been wrong that was presented for the annual billing then been under charge Mr. Meyer stated that pay the invoice next by Illinois standards for

Friends of the Library

Mr. Phillips discussed the Friends of Library's support for the Baby Talk group. He stated that the Friends have approximately $130,000 waiting for library use. Ms. Williams asked how much was made in the annual book sale. Mr. Meyer answered that he thought the total was around $12,000.

Foundation
Mr. Phillips stated that the last Foundation meeting had been about nominations. Mr. Meyer announced that the annual meeting would be on October 26, 2015.

New Business

Standards for Illinois Libraries

Postponed

Public Comment

None
Meeting Adjourned

Motion to adjourn by Mr. Largent, seconded by Mr. Sykes, unanimously approved

Meeting adjourned at 5:59 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 11/19/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Special Board of Trustee Meeting
Minutes

Date: October 22, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)
Michael Sexton
Mark Sorensen
Dr. Priscilla Palmer
Jennifer Sykes
Gregg Zientara
Aaron Largent

Staff: Rick **Meyer, City Librarian**
Robert Edwards, Asst. City Librarian

Absent: Donna Williams

Guests: Amy McEvoy, WAND, Herald and Review, Chris Siudyla (Decatur Public Library Attorney)

Call to order
Mr. Phillips called the meeting to order at 4:32 p.m.

Agenda
Motion to approve the agenda Mr. Largent, seconded by Mrs. Sykes, unanimously approved

Old Business

Potential Sale of Library building
Mr. Phillips stated that the Board would be going into closed session to discuss the potential sale of Library building. Motion by Mrs. Sykes to enter into closed session for the purpose of Illinois Compiled Statute Section 5 ILCS 120/2 (c) (6) the setting of a price for sale or lease of property owned by the public body, seconded by Mr. Sorensen, unanimously approved
Close session starts at 4:35 p.m.

Motion to end close session by Mr. Zientara, seconded by Mr. Sorensen, unanimously approved
Close session ends at 5:01p.m.

Summary of close session by Mr. Phillips – The Board agreed upon the format and that a response be sent to Mayor Julie Moore-Wolfe's letter delivered and read by Assistant City Manager, Gerald Bauer at the October 15, 2015 Board of Trustees meeting.

Motion by Mr. Sorensen to adopt the letter of response drafted, with the final changes agreed upon by the Board and send it to Mayor Julie Moore-Wolfe office, seconded by Dr. Palmer, unanimously approved

Public Comment

none

Meeting Adjourned

Motion to adjourn by Dr. Palmer, seconded by Mr. Sexton, unanimously approved

Meeting adjourned at 5:05 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian | Approved 11/19/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Special Call Board Meeting
Minutes

Date: October 29, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Madden Auditorium

In Attendance: John Phillips (President)
Dr. Priscilla Palmer
Aaron Largent
Jenny Sykes
Mark Sorensen
Gregg Zientara

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Absent: Michael Sexton
Guests:

Public comments:

Call to order

Mr. Phillips called the meeting to order at 4:32 p.m.

Agenda

Motion made by Mr. Largent, seconded by Mrs. Sykes, unanimously approved

Minutes of Previous Meeting

None

Motion disclose the minutes of the October 22, 2015 Special Meeting under 5 ILCS 102/2.06(f) to the public after reviewing the minutes the public body has determined that it is no longer necessary to keep them confidential by Mr. Phillips, seconded by Mr. Largent, unanimously approved

Public comments

None

Meeting Adjourned

Motion to adjourn by Mrs. Sykes, seconded by Dr. Palmer

Meeting adjourned at 4:42 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 11/19/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Special Board of Trustee Meeting
Closed Session Minutes
(On October 29, 2015 in accordance with Section 5 ILCS 120/2.06 (d) (2) the Decatur Public Library Board of Trustees voted 5-0 that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.)

Date: October 29 2015

Time: Start 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)
Michael Sexton
Mark Sorensen
Dr. Priscilla Palmer
Jennifer Sykes
Gregg Zientara
Aaron Largent

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Absent: Donna Williams

Guests: Amy McEvoy, WAND, Herald and Review, WSOY, Chris Siudyla (Decatur Public Library Attorney)

Call to order
Mr. Phillips called the meeting to order at 4:32 p.m.

Closed Session

Potential Sale of Library building
Mr. Phillips stated that the Board would be going into closed session to discuss the potential sale of Library building. Motion by Mrs. Sykes to enter into closed session for the purpose of Illinois Compiled Statute Section 5 ILCS 120/2 (c) (6) the setting of a price for sale or lease of property owned by the public body, seconded by Mr. Sorensen, unanimously approved

Close session started at 4:35 p.m.

Closed session minutes
Mr. Phillips stated that they should start by reviewing the proposed changes of the document that Mr. Largent had created to respond to the mayor's letter. Mr. Sorensen stated that he had made some grammatical suggestions. Mr. Largent discussed the changes, stating that he had made all of the changes with one exception. He asked the board members their views on the language of "would be willing to transfer the property" vs. "would consider transferring the property". There was discussion about the connotation of each statement. Mr. Phillips asked about changing the wording to "willing to consider". There was a general consensus by the board members that they were ok

with "would consider transferring". Mr. Phillips asked how they should send the letter over to the City. There were suggestions on how the letter should be presented to Mayor Julie Moore-Wolfe. There was more discussion about the details of the letter. Mr. Zientara commented that it was his understanding that the open meeting closed session that they under section is for setting price. Mr. Phillips commented that the Board was also attempting to clarify the details for sale. There was more discussion about the need for details. Mr. Zientara stated that in the near future the City Manager would be presenting a 6 month evaluation to City, which should include the City Manager's plans for the library. Mr. Sorensen stated that he felt that he thought that the Board of Trustees appointed by the mayor and the City Librarian should be in on that planning. Mr. Meyer agreed.
Mr. Sexton stated that he disagreed with the way that Mr. Phillips had handled a recent press release. He stated that he had specifically stated in that session that what he agreed upon and he felt that Mr. Phillips comments did not represent the entire board. Mr. Largent stated that he also had concerns about comments made in regards to the present Board and agreements made by past boards. Mr. Phillips said he was acting on previous actions agreed upon by the Board. He said until there was a different vote, he thought that was what they should act on.

Motion to end close session by Mr. Zientara, seconded by Mr. Sorensen, unanimously approved
Close session ended at 5:01p.m.

Summary of close session by Mr. Phillips – The Board agreed upon the format and that a response be sent to Mayor Julie Moore-Wolfe's letter delivered and read by Assistant City Manager, Gerald Bauer at the October 15, 2015 Board of Trustees meeting.

Motion by Mr. Sorensen to adopt the letter of response drafted, with the final changes agreed upon by the Board and send it to Mayor Julie Moore-Wolfe office, seconded by Dr. Palmer, unanimously approved

Meeting Adjourned

Motion to adjourn by Dr. Palmer, seconded by Mr. Sexton, unanimously approved
Meeting adjourned at 5:05 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 10-29-2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: November 19, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)
Michael Sexton
Mark Sorensen
Jennifer Sykes
Aaron Largent
Donna Williams
Dr. Priscilla Palmer
Gregg Zientara

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Absent:

Guests: Decatur City Manager Tim Gleason, Chris Siudyla (Library attorney), Jim Alpi, Wendy Morthland (City of Decatur attorney), Allison Petty (Herald and Review), Mike Spaulding (WSOY) Sid Shonkwiler (Friends), Vickie Wrigley (Decatur Public Library Foundation), Julie Pangrac (Project Read), and Amy McEvoy (Friends)

Call to order

Mr. Phillips called the meeting to order at 4:30 p.m.

Agenda

Motion to approve the agenda with suggested changes by Mr. Zientara, seconded by Dr. Palmer, unanimously approved

Communications from the Public

Mr. Phillips stated they could move on to discuss the letter from the City. He said they would hear discussion about the letter from the City Manager, Tim Gleason. Mr. Phillips said the City Manager would answer questions about the document presented. City of Decatur, City Manager Tim Gleason stated that members of the City Council and City officials had met and discussed the option of the City obtaining the Library and putting together a proposal to the library. He said they were anxious to move on the proposal and need to formalize something. He said the City wanted to present a kickoff document to begin planning. He said there were concerns about the general obligation bond and the

City's obligation to continue to pay off the bonds that was addressed. Mr. Sorensen asked if the library didn't go with the City agreement, would the City still pay the bonds. The Mr. Gleason stated that the City would still pay off the bonds. Ms. Williams stated that she thought the City's approach was a little disturbing, because of the lack of detail. She said she hoped the City would be as forthcoming with the details of their proposal as the Decatur Public Building Commission (DPBC) had been with the details of their agreement. Mr. Gleason stated the agreement would be a little different because the relationship is different. He discussed some of the current needs of the library, including the maintenance concerns. He said that the City had plugged in about $400,000 in the proposed 2016 budget for Capital concerns. Ms. Williams stated that $400,000 didn't seem to be a terrible amount of money, considering the capital needs that the library had. Mr. Zientara said some additional measures have been set forth that the library would benefit from. He said the 2016 budget also included a facilities study. Mr. Sorensen asked the board if the DPBC agreement had been approved by the Library board and County Board. Mr. Phillips answered that the previous agreement had been approved by both boards. Mr. Sorensen asked if the City Council would approve a plan before they presented it to the Library. He added, there had been several open meetings held for the public during the negotiations with the DPBC. The Mr. Gleason said the City considered the library to be part of the City family and the constituents of the library were also the constituents of the city. Mr. Sorensen said, when the agreement with the DPBC was approved, it was indicated that there was specific use for specific space in the building. He asked, if the City took over the library building would their agreement spell out the same specific uses for space. Mr. Gleason discussed some of the uses intended for the library space not currently being used. He said the individuals that are currently in library space now would be in the same space if the City acquires the building. Dr. Palmer stated that she was also interested in the City's plans for library space. She said there were concerns that Project Read and the Friends of the Library remained in the library. Mr. Gleason stated that the City had reached out to some individuals about the use of library space, but the individuals that are in library space now would not have to move unless they decided to move. There was more discussion about space and a lease agreement to the City. Mr. Sexton asked about the procedure for presenting an agreement to the City Council for review. There was discussion about the lease agreements and how it should be presented to the City. Mr. Sexton stated that he also found the lack of detail in the City's proposal disturbing. There was more discussion about the lease and documentation needed to form an agreement. Mr. Meyer asked about the City's plans for the Annex. Mr. Gleason stated that the three options discussed were to sell the building, place a roof on it and use it or to demo it. There was discussion about the rent with the Annex included and without the Annex included by Mr. Zientara. Mr. Zientara stated that it would be the same deal as the DPBC, but the City felt they could give the library and the City of Decatur a better deal. There was more discussion about the utility costs and rent costs. Mr. Phillips stated his concern was that the risk of the utilities could fall back to the library. There was discussion about costs and potential savings. Mr. Zientara stated that money saved could be shared. There was more discussion about the cost and future studies to determine costs. Mr. Phillips stated that in the previous agreement the library had certain assurances about getting things done; he wanted to know how the library could be assured that those assurances would still be in place with the City. Mr. Gleason said the City also can provide assurances. He said there is also the letter from the mayor. He said the City feels there is an opportunity for the City of Decatur, we have discussed revenue streams that can be used and we can get a loan if that needs to happen. Mr.

Zientara said the money the City would use would not be from the general fund money. Project Read Director, Julie Pangrac stated that she appreciated the assurances that Project Read would have space for their program. She gave an overview of the present use of Project Read space and the benefit of being in the library. Mr. Largent asked if the $432,000 was already included in the 2016 budget. Mr. Zientara stated that it was. Mr. Gleason thanked everyone for the questions. Mr. Phillips asked the board if there was any further discussion on the matter. Mr. Sorensen stated that he would like to have more insight on the previous financial proposal compared to the City's proposal. Mr. Zientara stated that the previous proposal was a good one but the City proposal to the library was a better long-term deal for the library. Mr. Sorensen stated that he would like to see it graphed out. He said he would also like to see a graph showing a little bit more about opting out. There was more discussion about the future use of space. There was discussion about the cost to the library. Dr. Palmer asked about the Johnson Control contract with the City and how that affects the library. Mr. Zientara stated that savings with Johnson Controls was guaranteed.

Mr. Phillips discussed some possible variations of the agreement and asked how the board would move forward. He asked the board's preference of drafting a draft for the City or letting the City come up with a draft. Mr. Largent stated that maybe they could have a working session, compile a list and then present the finished draft to the City. Mr. Phillips said some of the members could meet and then present the list to the others. Mr. Sexton stated that he thought they should work on it as a group. Mr. Meyer reminded the board that if they met together as a group they would have to consider the Open Meetings Act requirements. There was discussion about keeping the meetings open or going into closed sessions. Mr. Phillips stated they needed someone to prepare the document. Mr. Siudyla stated that it might be helpful if the board put together a bullet point list and presented them to Mr. Meyer.

There was discussion about the timeline of completing the documents and presenting them to the City. Ms. Morthland stated the timeline for completion would also depend on the size and details of the document. Mr. Phillips suggested December 9, 2015 as a work session date. Mr. Largent said that if they can get draft started on December 9th they may be able have something prepared and ready by the December 17th. Mr. Largent stated that he thought the Friends and Project Read should also present their concerns.

City librarian's report

Mr. Meyer discussed the need to begin to some capital improvements. He discussed possible repair work needed to the HVAC system and the potential costs involved. There was discussion by the board about maintenance costs. Mr. Meyer announced that the circulation of materials was down, he said audio visual circulation of materials was down also. He discussed some thoughts on the reason for the circulation drop. Mr. Meyer said a customer service committee and RFID committee had been formed and the library was also looking into the E-pay options. There was discussion about the amount of library visitors per month and area circulation for other libraries.

Friends of the Decatur Public Library

Mr. Sorensen said the Friends had met on November 12. He said that there were over 200 members, but they would like to see 100 % participation from the board. He said the Friends had agreed to provide funds for staff holiday party. He said the Friends had also provided funding to pay for the earbuds for the library patrons.

Foundation

Mr. Phillips stated the Foundation board had met and now had three new officers, Teena Zindel-McWilliams (president), Carol Craig (vice president) and Dick Doris (treasurer). He said there were also two new members, Vicki Wrigley and Amy Stockwell.

Personnel, Policy and Public Relations

Mr. Sorensen said that Dr. Kruml had submitted her resignation and suggestions for board replacements to the City Clerk and Mayor. Mr. Meyer stated he had spoken with Penny Frank, and Jerry Bauer, but he still needed more information from them to finalize the management personnel policy. Mr. Largent asked if there is a timeframe for the new member appointments for the board. Mr. Sorensen said the appointments would depend on the mayor.

Finance and Properties

Mrs. Sykes said that there were a few discussions about the check register in during the Finance and Properties which were answered. She asked if there were any questions. Motion approved the check register by Mr. Zientara, seconded by Mr. Largent, unanimously approved

Budget Report

Mr. Meyer discussed abnormalities in electricity billing and his consequent discussions with the city. He said the library should be getting credits for some of the electricity but he was unsure when the adjustments would show up. There was discussion about tax revenue and the end of the fiscal year.

Mr. Meyer stated that regardless of which 2016 budget they adopted, it would probably have to be revised in 2016. Mr. Zientara spoke on some of the proposed changes to the 2016 budget

Mr. Largent said the Finance and Properties committee had agreed to wait until the whole board reviewed the 2016 proposed budget before recommending it. There was more discussion about budget. Motion to approve the adjusted budget to be presented to the city by Dr. Palmer, seconded by Ms. Williams, all approved except Michael Sexton (abstained) and Aaron Largent (abstained).

Serving Our Public: Standards for Illinois Public Libraries

Tabled - Mr. Meyer reminded the board that some of the service and public standards chapters were required by the State.

Mr. Phillips stated that there are a lot of visitors who had attended who might have comments. He wanted make sure they had a chance for public comment.

Jim Alpi-Mr. Alpi said that the library should look at a few things as they considered the options before them. He said the necessity to increase the levy to pay for improvements if the City retained the property should be discussed in the City proposal versus the funding options in the DPBC proposal. He talked about the Annex options and the utilities being combined. He said that if the library decided to go with the City agreement that they should have the same specifics with the City agreement as they had in the DPBC/County agreement. They should also probably have the library attorney look at things to make sure they stay the same.

Meeting Adjourned

Motion to adjourn by Dr. Palmer at 6:10p.m., seconded by Mrs. Sykes, unanimously approved

Scribe,

Robert L. Edwards
Assistant City Librarian

Approved 12/17/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Special Board of Trustee Meeting
Minutes

Date: December 9, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)
Aaron Largent
Mark Sorensen
Dr. Priscilla Palmer
Donna Williams
Gregg Zientara

Staff: Rick **Meyer, City Librarian**
Robert Edwards, Asst. City Librarian
Noah Tipton

Absent: Jennifer Sykes Michael Sexton

Guests: Amy McEvoy, Allison Petty, Chris Siudyla, Julie Pangrac, Wendy Morthland

Call to order
Mr. Phillips called the meeting to order at 4:31 p.m.

Agenda
Motion to approve the agenda Mr. Sorensen, seconded by Dr. Palmer, unanimously approved

New Business
Mr. Meyer stated that the library had received a proposal to overhaul the chiller, the overhaul was long overdue. He said he had asked Mr. Noah Tipton to attend the board meeting to answer any questions regarding chiller maintenance. There was discussion about the payment options, the cost of the overhaul and the option to bid. Mr. Meyer said the preference was to go with the Hunzeker group who worked on Trane equipment. Mr. Tipton gave an overview of the current needs for the maintenance and the chiller. There were questions about the chiller operation over the past years and scheduled maintenance. Mr. Tipton said past updates to the chiller had been delayed due to the recommendation of the former city librarian. Mr. Tipton stated that he would recommend the Hunzeker Company. Mr. Meyer's said, if someone else were to take over the maintenance of the building then the agreement with Hunzeker could be negotiated. Mr. Zientara stated that the upgrade was three years overdue and needed to be done so they should approve it. Motion by Mr. Zientara to approve the upgrade by Hunzeker, seconded by Dr. Palmer, unanimously approved

Public comment

Mary Gendry discussed her visits to libraries and the trends and programs that she witnessed while visiting other libraries. She handed out copies of an article recently featured in the National Journal by Brian Resnick, entitled What the Library of the Future Will Look Like. She said the article explained that libraries are not shrinking but are growing and becoming more involved in communities. Mrs. Gendry discussed more of the article.

Consideration of sale and transfer library document

Mr. Phillips stated that the process of the Library and the City of Decatur creating a lease must be discussed by the board. He asked if Board wanted to go to close session or should they remain in open session, he didn't have a preference. Mr. Siudyla said that the Board would have to view the compiled list of comments submitted by the board members, and have a discussion about creating the template to be used for a Library/City agreement. There was consensus by the board to stay in open session. Mr. Siudyla said he would go through the list and the board members could comment on they wanted to leave in, take out or add.

Mr. Siudyla asked what kind of a renewal lease the library would want to see in the agreement. There was discussion about the terms and having an early exit clause that could be reviewed every five years. Mr. Phillips said he had some concerns about an exit clause. There was discussion about the rent. Mr. Phillips and Mr. Sorenson stated that the utilities should be included. Mr. Largent asked if there are targets in the DPBC agreement about building temperatures. Mr. Meyer answered that there are targets in the DPBC about temperatures. There was more discussion about the comparison and the cost, and flat rent with utilities versus rent escalation. Mr. Phillips stated that his biggest concern was that the utilities should be included. Mr. Meyer discussed options of comparison with side-by-side with utilities and without utilities. There was discussion about capping the rent increase to 2% and what to do with any surplus. Mr. Sorenson stated that there been discussions about efficiency earlier. He said the thought efficiency would be hard to define and there was concern if the library would be penalized for being considered inefficient. Mr. Meyer stated that he had concerns about the increase in future costs from the city. The Board consented that the space the Library currently has is what they should retain and relocation of the library should be by mutual consent. There was discussion about early termination provisions. Mr. Phillips said that it should be left in as an option.

Mr. Siudyla said some additional items included the language of a timetable of when the City would address certain items, such as the Annex and parking lot. Mrs. William stated that she thought that within a specific period of time, maybe a year they should be asked remodel or demo the building.

Mr. Siudyla asked what level of detail they wanted to go into with day-to-day operations. Was it to be the same as the DPBC? The consensus by the Board was that the day-to-day operations details in the agreement should be the same as the DPBC. The consensus was that the level of detail should be the same for addressing the pressing capital needs. Mr. Meyer asked Mr. Zientara about the future maintenance of the building, specifically the custodial maintenance needs. Ms. Zientara stated that the maintenance would be contracted out. Mr. Phillips stated that was consideration in the past agreement for existing employees, possibly offering them first chance for any positions. Mr. Zientara stated that he thought that sounded fair. Mr. Meyer asked about the $75,000 that had been placed in the 2016 budget by the city. Mr. Zientara stated that the money was for space study similar to what the library had done earlier. Mr. Meyer answered that a study been done by SEDAC. There was discussion about the past offers made by DPBC to library employees. There was agreement by the Board that there should be something in the agreement about security. Mr. Phillips added that there had been some discussion about upgrading security cameras and having a sheriff's deputy on site. Mr. Meyer stated that the operating expenses should also be identified.

Mr. Siudyla asked if the board wanted to include a conflict resolution of some sort in the agreement. There was discussion about the conflict resolution with the city as opposed to the DPBC

Mr. Phillips stated that he thought that there should be something that addresses an end date and specify the library was moving on to look at other options. He thought that the date should be no later than the end of January 30, 2016. There was some discussion about the city Council meetings schedule and the challenge to meet the January 30, 2016 timeline. Mr. Siudyla stated that if he received the information in time he could have the draft done before December 17.

Public Comment

Katie Gross

Meeting Adjourned

Motion to adjourn at 6:45 p.m. by Mr. Zientara, seconded by Mr. Largent, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 12/21/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: December 17, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)
Gregg Zientara
Mark Sorensen
Jennifer Sykes
Aaron Largent
Donna Williams

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Absent: Michael Sexton, Dr. Priscilla Palmer

Guests: Chris Siudyla (Library attorney), Jim Alpi, Wendy Morthland (City of Decatur attorney), Allison Petty (Herald and Review), Mike Spaulding (WSOY) Sid Shonkwiler (Friends), Vickie Wrigley (Decatur Public Library Foundation), Julie Pangrac (Project Read), and Amy McEvoy (Friends)

Call to order

Mr. Phillips called the meeting to order at 4:30 p.m.

Agenda

Motion to approve the agenda with suggested changes by Mr. Largent, seconded by Mrs. Sykes unanimously approved

Minutes

Motion to approve the minutes with suggested changes by Mr. Sorensen, seconded by Mr. Largent, unanimously approved

Communications from the Public

Mr. Meyer stated that there was a letter from a concerned citizen, Mr. Russell Shelke discussing his concerns of past and present City financial decisions and the Library's current discussions with the City and Building Commission.

City librarian's report

Mr. Meyer discussed the continued drop in the circulation of materials compared to the previous year. He discussed the progress of the departments. Mr. Meyer said the customer service committee was still meeting, but the RFID committee was waiting until the new year to resume meetings. There was discussion about the amount of library visitors per month and area circulation for other libraries.

Friends of the Decatur Public Library

Mr. Sorensen said the Friends had met on December 10th. He said that there were approximately 300 members. He reported that the Books Between Bites meetings had 29 attendees and the second Saturday book sale had raised approximately $1000.00. He said the Friends of the Library had agreed to pay for the staff holiday party. He said that there were new board members, including a new board president, Karen Becker.

Foundation

Mr. Phillips stated the Foundation board had not met.

Personnel, Policy and Public Relations

Mr. Sorensen stated that the Personnel, Policy and Public Relations committee had met during the month and reviewed the Management Policy and made some changes. There was discussion about changes. Mr. Meyer stated that he would make the suggested revisions and present the policy again later. Mr. Sorensen said that the Circulation Policy had been reviewed and discussed by the committee at a earlier date but needed to be approved. Motion to approve the Circulation Policy with added revisions by Mr. Sorensen, seconded by Mrs. Sykes, unanimously approved

Finance and Properties

Mrs. Sykes said that there were still a few questions about the electricity bills and pending credits on the check register. Motion to approved the check register and present it to the full board by Mrs. Sykes, seconded by Mr. Largent, unanimously approved

Budget Report

Mr. Meyer stated that the library had received their last disbursement of property taxes. He said the disbursement would help increase the 2016 cash flow. There was discussion about the 2016 budget, cash flow and property taxes.

Lease Agreement

Mr. Phillips stated that the City's lease agreement and accompanying documentation was included for review. He asked if there were any questions. Mr. Sorensen questioned the rent amounts. There was discussion about future library funding, specifically the tax funding. There was discussion about the language in the lease. Mr. Sorensen said he thought the library should be offered the same terms as the building the Building Commission agreement instead of escalating the rent. Mrs. Sykes if he was proposing that in the first proposal they request that the rent stay flat for 20 years. There was discussion about the terms of the lease. Mr. Siudyla said some of the language included in the resolution was held over from the Building Commission agreement. Mr. Phillips said the resolution with the past modifications was included in the packets for vote if the Board was willing to do so, they could add the new modifications in the final draft. There was discussion about the terms of the lease and the designation of the monies collected by City. Mrs. Sykes asked if the square footage of space needed by the Library should be specified in the resolution. Mr. Phillips stated that he thought it would be a good idea. There was discussion about the common areas to be used the Library and the City. Mr. Siudyla said it would be better if the actual square footage were stated. There was discussion about the comparisons of the Building Commission and City's approach to addressing the Annex renovations and the parking lot. There was more discussion about the modifications of the resolution. Mr. Siudyla summarized the changes. Mr. Largent asked if there were any other points for discussion. Motion by Mr. Phillips to approve the lease with changes and present to the City, seconded by Mr. Largent, yes by Mrs. Sykes, yes by Mr. Zientara, yes by Ms. Williams, no by Mr. Sorensen. Motion passed

Mr. Sorensen stated that they still had not heard back from the Mayor.

Illinois Heartland

Mr. Meyer reported that there was not much to report, other than the State had released some money to libraries.

Serving Our Public: Standards for Illinois Public Libraries

Mr. Meyer discussed Chapter 10, Marketing, Promotion and Collaboration in libraries. He discussed the standards and the checklist. Mr. Meyer said there were some areas that the Decatur Public Library could do better. Mr. Phillips asked Mr. Meyer if he could look into creating a marketing committee and come back in 6 months with a marketing plan for the board to review. Mr. Zientara asked who would be on the committee. Mr. Meyer said he didn't think the committee should necessarily be made up of only staff. There was discussion about who should be on a marketing committee and potential partnerships in the community.

Public Comments

Deana Davis

Meeting Adjourned

Motion to adjourn by Mr. Largent at 5:50 p.m., seconded by Mrs. Sykes, unanimously approved

Scribe,

Robert L. Edwards
Assistant City Librarian

Approved 01/21/2016

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: January 14, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: John Phillips (Chair)
Jim Alpi
Donna Williams
Garry Davis

Staff: Rick Meyer, City Librarian,
Robert Edwards, Asst. City Librarian

Other Board Members: Mark Sorensen

Absent:
Guests: Allison Petty

Call to order

Mr. Phillips called the meeting to order at 4:30 p.m.

Agenda

Motion to approve agenda by Mr. Alpi, seconded by Ms. Williams

Minutes of Previous Meeting

There was discussion about listing committee members who attend meetings in which they are not a member of the committee in the **Other Board Member** section of the minutes. Motion to approve minutes with corrections by Mr. Davis, seconded by Mr. Alpi

Old Business

<u>Check Register</u>
Mr. Phillips stated that the check register was present for review. There was discussion about the check register. Mr. Phillips asked about the staff spending for materials. He asked if there was any positive feedback. Mr. Myer answered that there had not been much feedback; he added that the staff had stated they were not used spending all year around, to which he had replied, that having funds to spend all year round was a good problem to have. He stated that the book spending for year was about 97% of the amount allotted. Motion to approve the check register by Mr. Alpi, seconded by Mr. Davis, unanimously approved

Budget review

Mr. Meyer discussed the library budget. He stated that he felt they should probably rethink the way they deal with non-library grants. He discussed the trust and trust lines, adding that he would like to change or add grant lines for City finances. Mr. Davis stated that it was his understanding that the trusts were separate. Mr. Alpi stated that he thought they were separate. Mr. Meyer discussed the conflicts of depositing grant money to cover grant purchases initially purchased with library revenue. There was more discussion about past expenditures. Mr. Meyer stated that the library had ended up with approximately $121,000 in surplus. He added that only a portion of it was available for spending at the end of the fiscal year. There was more discussion about the spending and the grants. There was more discussion about adding additional lines for grant revenues and expenditures. There was discussion about the City and Library's relationship with finances. Mr. Phillips stated that he would start a draft to Interim City Manager Gregg Zientara to discuss the finances. He added that he would send it for Mr. Alpi for review. Mr. Meyer stated that he felt that there were a lot of staff members that could be thanked for the good position that the library was in. Mr. Alpi stated that the Mr. Meyer and the staff should be praised for their great work and discipline working within the budget.

Library/Building Commission/County

Mr. Phillips stated that the Board of Trustees recently had public meetings to inform the public about the Decatur Public Building Commission (DPBC), the County and the Library planned agreement. He added that Library lawyers had reviewed the Memorandum of Understanding (MOU) from the DPBC, he thought the Board had come far enough into the process which showed they are committed enough to go further with plan of negotiating a final lease. He stated that he thought there were other issues that could be worked on later. He stated they could assemble a list of the details and address them. Mr. Phillips added he felt they all wanted the deal to work. Ms. Williams said that as she understood it there were no final numbers at this time, but the as the numbers were gathered Sikich would be reviewing them. Mr. Phillips stated that her statement was correct. Mr. Davis stated that the MOU was a declaration of the Board's intent to move forward in good faith pending the facts as they know them now. There was discussion about the making a recommendation to the full board.
Mr. Sorensen asked for clarification on some points on which he thought he might be questioned on by the public. He stated that there were a few questions that immediately came to mind, for example, he asked why the doesn't the county move into the extra space and pay rent to the library. Mr. Phillips and Mr. Alpi answered that the Library could not afford to fix up the space for a tenant and the Library was not willing to become a landlord again. Mr. Sorensen asked how the Library could sell the building and not receive the 3 million dollars. Mr. Phillips explained that the Library is basically selling on contract for deed. He discussed some of details of the financing. There was more discussion about the details of the agreement and the financing. Mr. Alpi stated that there were also cost avoidance opportunities, including capital improvements. Mr. Sorensen stated that he was in favor of the agreement; he added that he thought that the pending decision concerning the Library, the Decatur Public Building Commission and the County would be one of the most significant decisions made concerning the Library in years. Mr. Phillips added that there were also some important decisions that had been made over the course of the last year or so that had helped the success of the Library, including cutting hours, a reduction in staff and having a good capable person in place to manage the Library. Mr. Sorensen stated that as a side note, he asked some individuals that he felt might understand what

was happening and to date he had received no negative feedback. Mr. Meyer stated that he had recently spoken at a Romeo's breakfast and the feedback that he received was positive also. Mr. Alpi added that he thought the turnout and feedback at the public meetings were good. Ms. Williams said she thought the feedback that she'd heard was sort of quizzical. Motion by Mr. Alpi, to recommend to the full board the approval of a Memorandum of Understanding (MOU) between the Library, Decatur Public Building Commission and the County for transfer of Library property to the Decatur Public Building Commission and entering into an agreement for 20 years, seconded by Mr. Phillips, unanimously approved

<u>Other</u>
Mr. Meyer stated that the 2015 meeting dates were in the board packets for review to be voted on at the full board meeting

Meeting Adjourned

Motion to adjourn by Mr. Davis, seconded by Ms. Williams

Adjourned at 5:26 pm
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 02/11/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: February 11, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: John Phillips (Chair)
Jim Alpi
Donna Williams
Garry Davis

Staff: Rick Meyer, City Librarian,
Robert Edwards, Asst. City Librarian

Other Board Members:

Absent:
Guests: Allison Petty

Call to order

Mr. Phillips called the meeting to order at 4:30 p.m.

Agenda

Motion to approve agenda by Mr. Alpi, seconded by Mr. Davis

Minutes of Previous Meeting

Motion to approve minutes with corrections by Mr. Alpi, seconded by Mr. Davis

Old Business

Check Register
Mr. Phillips stated that the check register was shorter than usual. Mr. Meyer stated that there wasn't much buying during the month of January, during the time the City completes the processing of invoices. There was discussion about the check register. Mr. Meyer said that the Library had ordered flowers for Mrs. Anne Pondelick's funeral. Mr. Phillips asked about the Unique account listed on the check register. Mr. Meyer explained that Unique was the library's collection agency and that the library received a 4:1 return on investment using this company. Mr. Meyer stated that he had looked into why the library was receiving 2 sets of Illinois Compiled Statutes, and he thought the that the library would only need one of the version in the future. Mr. Phillips asked about the elevator maintenance. Mr. Meyer explained that he had recently spoken with the state inspectors concerning the elevator maintenance. Mr. Alpi asked

about the Tech Electronics line item. Mr. Meyer answered that Tech Electronic had worked on the fire panel.
Motion to approve the check register by Mr. Alpi, seconded by Mr. Davis, unanimously approved

Budget review
Mr. Meyer discussed the library budge, adding that that there wasn't much processed at the City last month so there wasn't a lot of data. Mr. Phillips asked Mr. Meyer when he thought there would be enough data for a projection and was there anything in the budget that concerned him. Mr. Meyer answered that he didn't see anything, but he was concerned with the recent overtime he'd approved for a recent project. Mr. Phillips asked if Mr. Meyer or Mr. Edwards were aware of any staff issues that may surface in the future. There was discussion about staffing and times of operation. Mr. Meyer discussed hours of operation and staffing in relation to state standards. There was discussion about standards and benchmarks for libraries. Mr. Meyer discussed past experiences with library bench marks and how their effects on revenue. Mr. Phillips stated that as they go forward it would be good to know the library benchmarks compared to other libraries. Mr. Alpi stated that was still a small issue concerning the electricity to the Annex. Mr. Meyer stated that there had been some investigation into the matter and it appeared that the lights in the parking lot were the cause of the additional electric expenses. Mr. Meyer asked the group if they would like see copies of the Foundation financial report in the future. There was discussion about receiving the Foundation report.

Library/Building Commission/County
Mr. Alpi stated that there was a Library/Building Commission/County meeting scheduled for the following week. Mr. Alpi stated he would probably send out points to the lease by Friday. Mr. Alpi stated that there had also been some discussion about a timeline in completing a draft and signing a contract. He added that they were hoping for a draft to be completed in March, the final draft completed by April and everything completed by May. Ms. Williams asked if the Library had heard back from Sikich. Mr. Meyer answered that the Library had not yet heard back, he added that the Library had sent the information needed by Sikich, later than anticipated. Mr. Meyer announced that the Library has received notification of a $95,152.00 Per Capita grant award. Mr. Phillips asked if there are other grants that the Library has received in the past that they could expect. Mr. Meyer and Mr. Edwards explained some possible grant awards.

Meeting Adjourned

Motion to adjourn by Mr. Davis, seconded by Ms. Williams

Adjourned at 4:58 pm
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 3/11/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Special Meeting of the Finance and Properties Committee

Minutes

Date: May 21, 2015

Time: 4:00 p.m.

Location: Decatur Public Library Board Room

Members present: John Phillips (Chair)
Jim Alpi
Donna Williams
Garry Davis

Staff: Rick Meyer, City Librarian,
Robert Edwards, Asst. City Librarian

Other Board Members: Dr. Susan Kruml, Dr. Priscilla Palmer, Mark Sorensen

Guests: Chris Siudyla, Allison Petty

Absent: Jenny Sykes

Call to order

Mr. Phillips called the meeting to order at 4:00 p.m.

Agenda

Motion to approve agenda by Mr. Davis, seconded by Mr. Alpi, unanimously approved.

Library/Building Commission/County

Mr. Phillips stated the purpose of the meeting was to review and make a decision on the modified agreement, to present to the full board.
Mr. Sorenson asked it the library would keep its own insurance. Mr. Alpi answered that the library will have to have some coverage for items such as contents. He added that Decatur Public Building Commission would have insurance for the building and thing that they needed to cover. Mr. Meyer stated that he had spoken with the City's Risk Management manager Scott Clark concerning appropriate insurance coverage for the library. Mr. Sorenson asked it the word "currently" in the Management Agreement meant there might be changes later. Mr. Alpi stated that he believed that the meaning is that as it exists now, and changes in the future might have to be renegotiated. Mr. Sorenson stated that he also had questions about basic operations and maintenance agreement. He noticed that some things, such as phone services were not listed. Mr. Meyer stated that the library will be responsible for its phone services; he added that there were also other items that didn't fall under the agreement.

Motion by Ms. Williams that the Finance and Properties committee recommend to Board of Trustees that the Lease Agreement and Management Agreement between the Decatur Public Library Board of Trustees and the Decatur Public Building Commission previously circulated to the Board of Trustees, and the transfer of the Library Building to the Decatur Public Building Commission, be approved, and recommend that the Board of Trustees authorize the President of the Library Board of Trustees to execute a Lease Agreement and Management Agreement, in substantially the same form as said Lease Agreement and said Management Agreement, and to execute documentation, including a deed, transferring the Library Building to the Commission, at such time as 1) the Commission satisfies all contingencies that it has communicated to Decatur Public Library Board of Trustees, 2) the County satisfies all contingencies that it has communicated to the Trustees, and 3) the City of Decatur's approval of the transfer of the Library Building located at 130 N. Franklin St., Decatur, IL 62523, seconded by Mr. Alpi, unanimously approved.

Mr. Meyer stated that this assumptions and projections are made on the assumption that the deal is completed by July 1. Mr. Meyer stated that there may also be additional revenue from the sale of equipment. Dr. Palmer asked where Project Read would be located. Mr. Meyer stated that they would be on the first floor in the building that is now known as Annex. There was more discussion about use of space.

Motion to adjourn by Mr. Phillips, seconded by Mr. Alpi

Adjourned at 4:20 pm
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 6/11/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: June 10, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: John Phillips (Chair)
Jim Alpi
Donna Williams
Garry Davis
Jennifer Sykes

Staff: Rick Meyer, City Librarian,
Robert Edwards, Asst. City Librarian

Other Board Members:

Guests:
Absent:

Call to order

Mr. Phillips called the meeting to order at 4:31 p.m.

Agenda

Motion to approve agenda by Mr. Davis, seconded by Mrs. Sykes, unanimously approved.

Minutes of Previous Meeting

Motion to approve minutes by Mrs. Sykes, seconded by Ms. Williams, unanimously approved.

Check Register
Mr. Phillips stated that the check register would be the first item for review. Mr. Phillips asked about the Mid-American gas costs. Mr. Meyer answered that there were different billings for certain utilities and they come through on different lines. Mr. Phillips asked about the expenditures for locks. Mr. Meyer stated that the locks were for the new local history room. Motion to approve check register and recommend it to the full board by Mr. Phillips, seconded by Mr. Davis, unanimously approved

Budget review
Mr. Meyer gave an update of the library budget. He stated that the salary line was lower than previously budgeted for. He added that the next month's budget will include expenditures for temporary custodial staff. Mr. Phillips stated that looking at the budget it appeared that if the Building Commission were to take control of the library property their savings looked to be pretty good. He added that the energy expenses appeared to be less than anticipated. Mr. Meyer

stated that the energy expenses haven't been bad so far, but that the warmer days were ahead and the library was also presently experiencing issues in the boiler room. There was discussion about the projected surplus. The committee discussed the timelines for payments. Mr. Phillips stated that there were specific budget objectives and concerns about spending that they should address before Decatur Public Building Commission becomes the owner. Mr. Meyer stated that there would be some ramifications with the loss of staff. Ms. Williams stated that it would be nice to have the library get back longer hours and adequate staffing. Mr. Alpi stated that he would also like to see the books and library materials line increased. Mr. Meyer discussed the projected revenue. There was discussion about the library expenses.

Library/Building Commission/County

Mr. Phillip informed the committee that Mr. Alpi would discuss the progress of the agreement with the Decatur Public Building Commission. Mr. Alpi stated that the City has recently injected themselves into the process. He discussed the recent meetings between the City and the Decatur Public Building Commission (DPBC), including the recent emails between the City Manager and the Board of Trustees. He added that City had requested info on the agreement between the DPBC, the County and the Library. There was discussion about the City's request. Mr. Davis stated that he didn't think that the Library would be able to provide the City with the Building Commission's or the County's information.

Mr. Alpi said that he didn't feel that the Library's attorney should be the go between to provide DPBC information for the City. Mr. Davis stated that he agreed. There was discussion about going forward without the City's consent. The committee discussed presenting a list of the library needs (i.e. new parking lot, roof, HVAC) to the City. There was discussion about past revenue issues. There was discussion about the City using the Library space.

Management Policy

Mr. Meyer stated that there were variations of the management pay scale. He discussed the management pay scale cap. Mr. Meyer stated that he had discussed the management pay scales with Ms. Sykes and Dr. Kruml. He said there had been some discussion about reclassification of the employees. Mr. Phillips stated that more could be done during the budget planning meetings. Mr. Phillips asked if they were recommending changes. Mrs. Sykes answered that they were recommending changes. Ms. Williams said she didn't understand why the Library pay schedule is different from the City's. Mr. Alpi stated Mr. Meyer should make the adjustments for the three people and move on to the next process. Mr. Meyer stated that he could process the three raises through the City.

Meeting Adjourned

Motion to adjourn by Mr. Davis, seconded by Mr. Alpi

Adjourned at 5:50 pm
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 07/8/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: July 8, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: John Phillips (Chair)
Jim Alpi
Donna Williams
Garry Davis
Jennifer Sykes

Staff: Rick Meyer, City Librarian,
Robert Edwards, Asst. City Librarian

Other Board Members: Mark Sorensen, Mike Sexton, Gregg Zientara

Guests: Allison Petty (Herald and Review), Amy McEvoy (Friends of the Library, President)
Absent:

Call to order

Mr. Phillips called the meeting to order at 4:30 p.m.
Mr. Phillips introduced the new board members Michael Sexton and Gregg Zientara that were in attendance. He said they had been appointed by the Mayor and would be sworn in at the next full Board meeting.

Agenda

Motion to approve agenda by Mrs. Sykes, seconded by Ms. Williams, unanimously approved.

Minutes of Previous Meeting

Motion to approve minutes by Mr. Davis, seconded by Mrs. Sykes, unanimously approved.

Mr. Phillips stated that he had asked Mrs. Sykes to chair the Finance and Properties committee starting in August.

Check Register
Mr. Phillips stated that the check register was the first item to review. He explained that the checks had already been written and the check register was just for reviewing the bills that had been paid. Mr. Meyer informed the committee about the line with his name. He stated that it was a reimbursement for a credit card payment that he made for the library. He stated that the adjustment with another employee, Carol Robinett was due to an overpayment, the repayment came the following month. Mr. Sexton questioned how an employee would not know they were

overpaid. Mr. Meyer stated that he was not sure how it happened. Mr. Zientara provided insight on the City's payroll system.

Motion to approve check register by Mrs. Williams, seconded by Mr. Alpi, unanimously approved.

Budget review

Mr. Meyer gave an update of the library budget. He stated that the library was over half way through the year and still in good shape. He added that the Professional Services line was up a bit due to attorney fees. He stated that the electric costs were steady and the library should be seeing a reduction in the phone bill services due to the E-Rate discount. Mr. Alpi asked about the attorney fees and the anticipated billing timeline. Mr. Davis discussed the customary billing process. He stated that the library could get an update on the billing by contacting the attorney. There was more discussion about the budget spreadsheet. Mr. Sorensen asked if it was true that the Library had at one time asked the City attorney to represent the Library and she had declined. Mr. Meyer said that was the information that had been given to him. Mr. Zientara stated that he remembers the Library asking last summer, but he didn't remember the reason why the City attorney declined.

Mr. Meyer stated that the library had received an installment of tax revenue. There was discussion about the tax revenue.

Mr. Zientara informed the committee about the recent opportunity of the City to receive lower costs for natural gas. He added that some of the savings would be passed on to the library. Mr. Meyer questioned what they plans they should have for reserve funds. Mr. Zientara stated that as long as revenue exceeds expenses, it should be no problem having a reserve fund if needed.

Library/Building Commission/County

Mr. Phillips discussed the status of the Library/Building Commission/County agreement and the recent City Council meeting. He stated that several council members have stated that they need more information about the agreement. He added that the Mayor McElroy had made a statement to the City Council concerning the City purchasing the building. Mr. Phillips stated that he wasn't willing to go to court to fight the City over the library's right to sell the building. He stated that the city had stated in the paper that they have the right to buy the library building. Mr. Phillips stated that he had his own doubts about going forward after the City Council meeting. He said that he had spoken with Jay Dunn and other individuals from the County who had informed him that they cannot do the deal without the Decatur Public Building Commission. He discussed some of the complications of going forward without the Building Commission. There was more discussion about the Library/Building Commission/County agreement. Mr. Zientara stated that the County could still rent from the owners of the library. Mr. Phillips discussed further reasons that the Count y couldn't do the deal without the Building Commission. Mr. Phillips stated that the reason the library had gotten into the deal with the Building Commission and County is because they thought it was a good thing for all parties involved. Mr. Phillips stated that he didn't want a controversy with the City; he suggested that they consider recommending to the full board that the Library withdraw from talks with the Building Commission and County. Mr. Meyer stated that he was planning to recommend something similar. He mentioned Mayor McElroy's comments about the City considering purchasing the building. Mrs. Sykes stated that she thought it was a bit premature to abandon the proposal. She said the Library still had a few weeks to talk with the City. Ms. Williams agreed, she said they have put in so much energy with the proposal; they should go a little further. Mr. Sorensen stated that he had observed from his past and present experience that the Library standing alone has had a hard time trying to keep up with the total repairs needed in the building. He added that the Library has also struggled to manage rental properties. He stated that Annex was also in need of repair. He said when an opportunity came to relieve the library of the maintenance costs and provide staff with other job opportunities; he thought it was a good proposition. He added that the Library has gotten no help from the City in the past 17 or so years in areas such as the parking lot. He stated that unless the relationship changes between the City and the Library he didn't see how things would change with the City helping the library.

Mr. Alpi stated that he thought the deal looked solid. He stated that the Decatur Public Library was a beautiful library, but the building is getting older and the revenue has been flat. He stated that in a perfect setting the library could go to the City and ask for assistance, but the City is having financial issues of their own. He added that currently 40% of the building is not being used. He said that attempts to rent out the property have not worked out well for the library. The Library had asked the County to come in back in 2010 to look at space for record storage but that hadn't worked out. He added that later he and Jay Dunn had discussed the use of Library space with the use of the combined parties that were now involved. He said all parties involved had thought the deal would make good use of the space, plus add stability to the library's future. He stated that the deal was put together to help the library avoid future costs of renovations and repairs, without causing more money to the public. Mr. Alpi discussed some projected costs of repairs and future revenues for the library. He discussed the additional costs that would be involved in preparing the present space in order for it to be useable for tenants. He stated that he wasn't looking to cause any controversy with the City either, but he thought the ideal was a good one the deserved a vote for the public's sake. Mr. Sorensen stated that it was his understanding that the Decatur Public Building Commission has had experience managing other buildings such as the Macon County Health Department. Mr. Zientara presented an overview of the use of building commissions in the state of Illinois.

Mr. Davis stated that he would be going off the board, but announced that he was a passionate library user who loved the Library. He said the free public libraries are the foundation of freedom. He said he didn't think the deal should be taken off the table. He said he didn't know all the benefits that the deal would provide for the City or County or others, but the board was looking for something that would protect the Library for years to come. He said, if the City wanted to fix the parking lot, the lighting and help the library with current and future expenses, so be it. He stated that the board which group takes care of the expenses; they just want the expenses taken care of. He added that the board is there to protect the library. He added that he was amazed at some of the discussion at the City Council meeting. He stated he thought the agreement should be voted on.

Mr. Sexton stated that he couldn't imagine the City letting the building fall into disarray if they owned it. There was discussion on present spending of tax monies by the City and more discussion on the agreement between the parties.

Mr. Zientara stated that the City Manager's decision is that the City Council needs to weigh in on the decision. He added that the City Manager provided some facts and data that the Council did not know. He stated that the City Manager has made no recommendation at the present time. Mr. Sorensen stated that one of the questions brought to the City Council was that the City carries a value of 4.1 million dollars of the library property on their books, which will hurt the City if the

present sale goes through. There was discussion by the committee about the library value, investors and bond ratings. Mr. Zientara stated that he couldn't state with certainty that it would hurt the rating. He added that the City Manager is looking for direction from the City Council. There was more discussion by the committee about the library's present and future value. Mr. Phillips stated that the consensus that he hears from the committee is to let the agreement process run its course. Mr. Meyer stated that his concern is that he is aware of the specifics of the deal on the table, but he would like to more specifics about the Mayor mentioning the City could buy the library. Mr. Zientara stated that he couldn't speak to that. Mr. Phillips stated that they could inform the full board that they had discussed these options and decided that the Finance and Properties committee's recommendation is to wait and see how the vote from the City goes. There was more discussion about the possible directions the City Council could vote. Mr. Zientara stated that the City will have to come up with a plan and the City Manager is prepared to do that.
Mr. Phillips asked if the general consensus was to continue on with the process involving the agreement. The committee agreed the consensus was yes, none opposed.

Meeting Adjourned

Motion to adjourn by Mr. Davis, seconded by Ms. Williams

Adjourned at 6:30 pm
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 8/11/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: August 12, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: Jennifer Sykes (Chair)
John Phillips, (President)
Donna Williams
Michael Sexton
Aaron Largent

Staff: Rick Meyer, City Librarian,
Robert Edwards, Asst. City Librarian

Absent:
Other Board Members:
Guests:

Call to order

Meeting called to order by Mrs. Sykes at 4:30 p.m.

Agenda

Mr. Phillips moved for the approval of the agenda with the change in the order two topics, seconded by Ms. Williams, unanimously approved.

Minutes of Previous Meeting

Motion to approve minutes by Mr. Phillips, seconded by Ms. Williams, unanimously approved

New Business

Budget review

Mr. Meyer stated that there were two budget proposals in the packet. He said he had to make a lot of assumptions when compiling the two options, he added that hadn't received the official numbers from the City yet. He expounded on some of the line items amounts that he was waiting on from the City. He said he had been in touch with City Finance Office, Gregg Zientara, and expected the City numbers soon. Mr. Meyer discussed the projected revenue for the upcoming year. There was discussion about the present and future revenue. There was discussion about the tax levy and the estimated accessed value. There was discussion about the City allocations and the tax rate. There was discussion about the library's finances if they were covered by the Decatur Public Building Commission (DPBC)/County/Library agreement. Mr. Meyer discussed some of the present needs of the physical plant. There was discussion by the committee about the different scenarios stated in a recent City Council meeting concerning the library meeting its needs. Mr. Sexton asked how the DPBC planned to fund the upgrades. Mr. Largent asked if the DPBC planned to do the upgrades immediately. Mr. Meyer stated that the DPBC planned to do some upgrades immediately. Mr. Phillips explained a portion of the bond process to be used by DPBC to fund their operations. There was discussion about the use of bonds. Mr. Sexton asked if the City came back with an offer to do the same repairs as the DPBC, what would be the determining factor between the two bodies. Mr. Meyer stated that he didn't really have a dog in that fight, he just wanted the job done. There was discussion about Macon County's decision to use the DPBC and not the City. Mr. Largent asked when the Board was required to have a budget submitted. Mr. Meyer answered, September. There was discussion about submitting a budget and the variables involved that complicated nailing down the expenses. Mr. Meyer discussed his thoughts on trying to provide flexibility in the budget preparation. He stated that there were a few people that he would like to give raises to, the archivist for one. There was discussion about providing raises to management staff. Mr. Meyer stated that that he was meeting Mr. Ryan McCrady to discuss some options for library property. Mr. Meyer stated there had also been some thoughts from various board members about increasing hours of operation. He stated that increased hours without increasing staff would put a strain on the staff, who had already experienced severe cuts. He said, for example the Adult Services department had been cut drastically. He stated that the Adult Services department was also in charge of doing the majority of the library materials. He said the Adult Services supervisor kept monthly statistics on hours supplied by staff from other departments. Mr. Phillips discussed an option for going on as is for a while until they built up a fund. Mr. Meyer discussed the possibility of asking the City for a temporary levy, a maintenance levy. Mr. Sexton stated his doubts about going to the community for money on a continual basis. He stated the negative responses that might arise. Mr. Meyer said he had given that thought. There was more discussion about the budget.

Mr. Meyer discussed the salary scale. He stated there was had been a sub-committee put together to study the old scale. There was discussion about the recommended management pay scale. Mr. Phillips if there was anyone who would be out of their range. Mr. Meyer stated that there was one person. There was discussion about CPI and automatic adjustments. Motion to recommend to full board by Ms. Williams, seconded by Mr. Largent, unanimously approved

Mr. Meyer discussed the billing cycle of the Illinois Heartland Library System (IHLS) billing. He talked about the previous invoices and segmented payments. He said he would like to go ahead and pay off the IHLS invoice for 2015. Mr. Sexton and Mr. Largent both agreed with the suggestion. He stated that the library finances were still doing well and predicted that there should be some surplus at the present pace. Mr. Largent asked if the current figures included the IHLS invoice. Mr. Meyer answered that the IHLS invoice was not included, but with the invoice included there would still be some surplus. Mr. Phillips stated that there had been previous discussions that included Mr. Zientara about putting money in a surplus line. Mr. Meyer discussed some of the changes that have occurred in operations that had affected the surplus, such as resignations and temporary labor.

<u>Check Register</u>

Mr. Phillips stated that the check register was available for review

Mr. Meyer stated that he didn't see anything outstanding in the check register. Mr. Phillips asked about the bills from Erickson Davis. Mr. Meyer stated that he approximated that the total to be around $20,000. Mrs. Sykes asked about the $4400 to the Herald and Review. Mr. Meyer answered that the costs were mostly subscription costs. Mr. Phillips asked if the library had data on databases. Mr. Meyer said the library was currently working with a vendor that offered statistical data gathering other analytic capabilities. He said the library looks database usage every year. There was more discussion about viewing statistical data. Motion to recommend check register to the board by Mr. Sexton, seconded by Ms. Williams, unanimously approved

Library/Building Commission/County

Mr. Phillips gave a summary of the status of the Library/Building Commission/County agreement and recent discussions from the City. He discussed the possible scenarios of what might happen with the city involvement. Mr. Phillips said the Foundation Board had met the previous month. He said they had discussed the recent developments concerning the library building including the recent developments with the City. He stated that several of the members had a great deal of historical knowledge concerning the library acquisitions and fundraising. He stated that one of the Foundation members Shirley Moore was in attendance. Mrs. Moore introduced herself. She stated that she had worked on several library boards over the years. She said she worked with the group that raised the funds to initially purchase the library. She added, the City had helped provide the funds for the renovation.

Mr. Philips stated that he thought the Board needs to get the Library's position on the right of first refusal. He said he would contact the library's attorney and ask him to supply him with a document to present to the Board. Mr. Sexton asked if the others committee members needed to react to Mr. Phillips planned action. He said, he thought the in the long run some the dialogue between the parties would settle down. Mr. Phillips stated that he just wanted to make sure that the Library's position was presented. There was discussion about the legal fees that might occur using an attorney. Mr. Phillips stated that he thought that it was necessary to have a states the library's legal position. Mr. Largent asked if the document was presenting legal position, would they need to vote on it. Mr. Phillips stated that the attorney had put something together earlier in their discussions with the City. Mr. Meyer discussed the attorney's viewpoint on the library's position of right of first refusal. Mr. Largent asked if the concept of buying the library for a $1.00 and the right of first refusal different. Mr. Meyer answered, that was his understanding. Mr. Meyer stated that Mr. Zientara had been very positive when discussing options for a City/Library deal during their last conversation. Mr. He added he was still concerned about the lack of specificity with the City options. Mr. Meyer stated that he agreed with former board member Garry Davis summation that they wanted the library building taken care of. Mr. Sexton stated that he remembered Mr. Davis's stating in a previous meeting that the board wanted to make sure the library building is taken care of.

Meeting Adjourned

Motion to adjourn by Mr. Sexton, seconded by Mr. Largent

Adjourned at 5:30pm
Scribe,
Robert L. Edwards
Assistant City Librarian

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: September 9, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: John Phillips, (President)
Donna Williams
Aaron Largent

Staff: Rick Meyer, City Librarian,
Robert Edwards, Asst. City Librarian

Absent: Jennifer Sykes (Chair), Michael Sexton
Other Board Members:
Guests:

Call to order

Meeting called to order by Mr. Phillips at 4:30 p.m.

Agenda

Motion to approve the agenda by Mr. Phillips, seconded by Mr. Largent, unanimously approved

Minutes of Previous Meeting

Motion to approve the minutes with the removal of options for the Annex and adding partnering with another organization instead by Mr. Largent, seconded by Ms. Williams, unanimously approved

New Business

Check Register
Mr. Meyer discussed the check register. He stated that the items on the check register had already been paid. Mr. Meyer also mentioned that the E-rate discount had been processed and the library should be seeing discounts soon. Mr. Largent asked about the Internet cost listed on the check register. Mr. Meyer explained options that the library had invested in to provide internet service. Motion to approve the check register by Ms. Williams, seconded by Mr. Largent, unanimously approved

Budget review

Mr. Meyer discussed the potential reserves at the end of 2015 fiscal year. There was discussion from the committee about specific items on the budget lines and how they would affect the surplus and the fiscal year 2016. Mr. Phillips stated that they could skip over reviewing the Decatur Public Building Commission budget at this time. Mr. Meyer discussed the budget proposal that he had compiled for 2016. He stated that there were some obvious differences in the two budget proposals that he had prepared. Mr. Meyer explained some of the differences in the budget proposals. He stated that some of the differences would be depend on decisions to add staff and the possibility of RFID in the future. He discussed how the reduction in force in losses in2013 had affected the various departments. He said that RFID would help supplement staffing if they were to add extra hours. He said the proposed budget option he was presently discussing also included adding extra staff to help with existing needs, such as programming and marketing. Mr. Meyer explained the options for adding more staff, stating that the biggest need currently is in the Adult Services department. Mr. Largent asked what the best situation out of the options that he presented. Mr. Largent said he thought they should budget for the best scenario. There was discussion about the amount of funds necessary to cover additional staff. Ms. Williams stated that she agreed with that idea. Mr. Phillips stated they didn't want to micromanage the Library. He thought Mr. Meyer to put in what was needed and decide where it should be used.

Mr. Meyer said that he had added narratives to help understand his proposals. Mr. Phillips stated that he thought the narratives were very helpful in understanding the proposals, the rest of the committee agreed. Mr. Meyer discussed the revenue this section of the budget. Mr. Largent asked what the Finance and Properties committee needed to present at the full board meeting. Mr. Phillips said he envisioned them recommending both budgets to the full board to be presented to the City. There was more discussion by the committee about the two budgets. Mr. Largent asked Mr. Meyer if there was anything except not knowing how to calculate the cost of adding hours without knowing the exact amount of hours to be added that they should be concerned about. Mr. Meyer discussed some of the options for the 2016 budget. There was discussion about having a library reserve fund. Mr. Phillips discussed the need to plan how to meet the special needs for the library building. Mr. Phillips said they should also think about what they do if the library doesn't get more funds from the City. There was discussion about expenses and future planning with the involvement of the City. There was discussion about the rental options of the Annex in the past. Motion to recommend to the full board with modifications discussed the two budgets prepared by Mr. Meyer by Ms. Williams, seconded by Mr. Largent, unanimously approved

Mr. Largent asked if the budget assumed that RFID was implemented. Mr. Meyer answered that the budget did assumed that RFID was implemented. There was more discussion about the benefits of RFID. Mr. Meyer stated that he had questions about the amounts budgeted to the trust fund line in the Library expenditures. There was discussion about the trust funds and their history. Mr. Phillips recommended a trust fund budget of $200,000, seconded by Mr. Largent, unanimously approved.

Mr. Phillips stated that they should also think about what they do if nothing happens in the near future with the City, if there is no action. There was discussion about by the committee about the options. Mr. Largent asked if there was an option that the library could present a deal to the City. Mr. Meyer talked about the possibility of presenting an option to the City. There was discussion about the City's conversation about the City having the right of first refusal. There was discussion about the transition in the City with the new Mayor and new City Manager.

Meeting Adjourned

Motion to adjourn by Mr. Phillips, seconded by Mr. Largent, unanimously approved

Adjourned at 5:45pm
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 10/14/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: October 14, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Members present: John Phillips, (President)
Donna Williams
Jennifer Sykes (Chair)
Aaron Largent

Staff: Rick Meyer, City Librarian,
Robert Edwards, Asst. City Librarian

Absent: Michael Sexton
Other Board Members: Mark Sorensen
Guests:

Call to order

Meeting called to order by Mr. Phillips at 4:30 p.m.

Agenda

Motion to approve the agenda by Mr. Largent with the addition of calling for a closed session, seconded by Ms. Williams, unanimously approved

Minutes of Previous Meeting

Motion to approve the minutes by Mr. Largent, seconded by Ms. Williams, unanimously approved

New Business

<u>Check Register</u>
Mr. Meyer discussed the check register. He stated that the items on the check register had already been paid. Ms. Williams asked about the NewsBank payment. Mr. Meyer explained that the NewsBank was a database.
<u>Budget</u>
Mr. Meyer stated that the September taxes fell short of what was anticipated. He stated that the good news is that the library should be able to absorb the shortfall. He added he was not sure what would come in the December disbursement. There was discussion about tax disbursements in previous years. He added that the electricity bills seemed low. He stated that he had gone ahead and budgeted with the amount that had been budgeted. Ms. Sykes asked Mr. Meyer if he saw the bills. He answered that these specific bills

go to the City, but he can request to see them. There was further discussion about the billing. Mr. Meyer stated that he would investigate the billing process with the City.

Closed Session

Motion to enter into closed session at 4:45 p.m. for the purpose of section 5 ILCS 120/2 (c) (2) the setting of a price for sale or lease of property owned by the public body by Mr. Phillips, seconded by Mrs. Sykes, unanimously approved

Motion to exit closed session at 5:27 p.m. by Mr. Phillips, seconded by Mrs. Sykes, unanimously approved

Mr. Phillips stated the committee had discussed the upcoming discussions by the City Council in regards to the Library's proposal with the DPBC and offers the City may come up with

Budget review

Mr. Meyer stated that he wasn't sure how relevant the proposed budgets were given the news about the pending meetings from the City. He stated some of the changes that might occur if the City takes over the building. There was discussion about proposed 2016 budget lines. Mr. Meyer stated that he had changed to State grants line to zero. He said, after conversations with Illinois Heartland Library System (IHLS) about the progress of the State budget, he thought it best to not include the Per Capita Grant in the upcoming budget proposal. There was further discussion on the budget and City Manager, Tim Gleason's presentation to the City Council. There was discussion about presenting a budget to the City. Mr. Largent asked if they needed to adjust the next agenda to deal with the budget proposals. Mr. Meyer stated that they could agree to use a consent agenda in the future to deal with some of the items. Mr. Sorensen asked what would be discussed in the closed session if they had one. Mr. Phillips said they could discuss the buying and selling of the building after the City gives more information. There was more discussion about having a closed session. Mr. Phillips stated that there was some sensitive information concerning the sale that should probably be discussed in closed session.

Other

Mr. Phillips stated that the next meeting would be rescheduled to November 10, 2015 due to the library being closed on Veterans Day.

Meeting Adjourned

Motion to adjourn by Mr. Largent, seconded by Mr. Phillips, unanimously approved

Adjourned at 6:01 p.m.
Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 11/10/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance and Properties

Minutes

Date: November 10, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)
Michael Sexton
Jennifer Sykes
Aaron Largent

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Absent: Donna Williams

Guests: Allison Petty

Call to order
Mr. Phillips called the meeting to order at 4:30 p.m.

Agenda
Motion to approve the agenda by Mr. Largent, seconded by Mr. Sexton, unanimously approved

Minutes of Previous Meeting

Motion to approve the October minutes by Mr. Phillip, seconded by Mr. Largent, unanimously approved

Check Register
Mr. Phillips stated that the check register was in the packets for the committee to review. Mr. Meyer explained a check for $3800.00 for the R. Beecher Reader. He also discussed expenditures for the Reference USA database. Mrs. Sykes asked if the water billing was about the same as previous billings. Mr. Meyer answered that usage was up, he added that there was a small leak in the cooling tower. Mr. Phillips said some things have been added to residential water billings, he wondered if some things had been added to the library water billing. There was more discussion about the water billing. Motion by Mr. Largent to recommend the approval of the check register to the full board, seconded by Mr. Sexton, unanimously approved

Budget Report
Mr. Meyer discussed the fluctuating electricity bills. He stated that he had spoken with the City finance department about the recent bill. He stated that per the City there should be adjustments and credits coming soon for the electricity. He said without the credits, the library would be looking a shortfall compared the former forecasted budget.

Decatur Public Library/City of Decatur/Decatur Public Building Commission discussions

Mr. Phillips stated that the present talks were moving along. He said the City is presently going through a process were the City Council will meet in closed session and have discussions about the Library building. He said that he and Mr. Sorensen had met with the City Manager and had some discussion. There was discussion about potential offers that might be made for the library building. Mr. Phillips stated that some of the Board members had gotten together with Mr. Meyer to compile a list of some of the things that they consider to be significant in the discussions about compiling a management agreement with the City. Mr. Sexton stated that he was under the impression that the library was going to do a side by side comparison of the Public Building Commission's agreement and the agreement that the City presented. He stated that he was bothered by the individual meetings that excluded the entire board. He stated that he would prefer the City offered an agreement to the library and the board went from there. There was brief discussion about the presenting the concerns for custodial care of the building, reduction of staff, space recognition for the Friends of the Library, security, capital issues and preserving library space.

Mr. Phillips stated that the City manager would be at the next full board meeting ready to answer questions regarding the City's response to attaining the library building.
Mr. Meyer stated that the library had recently received the revisions from the City for the 2016 budget. Mr. Meyer stated that if the City took over the building and did the things that they had agreed to do, including the capital improvements, the revised budget appeared to be a good budget. There was discussion about the budget changes and the line items affected by the City revisions. There was more discussion about the revisions and recommending the revised budget to the City. Mr. Largent stated that he thought they should wait until the full board had a chance to review it before recommending it. Mrs. Sykes said she agreed, they should wait for the full board. There was a consensus by the committee to wait until the full board reviewed the budget.

Meeting Adjourned
Motion to adjourn by Mr. Largent, seconded by Mr. Sexton, unanimously approved

Meeting adjourned at 5:15 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 12/08/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy, and Public Relations Committee
Minutes of Meeting

Date: March 5, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Dr. Priscilla Palmer
Mark Sorensen
Jim Alpi
Susan Kruml

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Absent: Eugene King

Other Board Members:

1. Call to order

Dr. Palmer called the meeting to order at 4:34 p.m.

2. Agenda

Motion to approve agenda, but discuss parking at the end by Mr. Sorensen, seconded by Ms. Kruml

3. Minutes of Previous Meeting

Motion to approve the minutes with corrections by Dr. Palmer, seconded by Mr. Sorensen, unanimously approved

4. Old and New Business

No old business

By-Laws

Mr. Meyer stated that he had sent out copies of the by-laws to the board. He mentioned that he had combined some by-laws from other libraries to create a new set of by-laws. He discussed the present by-laws, the Illinois Statues and the language from the City code. Mr. Meyer stated that he thought that the changes could be made without intervention from the City. Ms. Kruml asked if the City had to be made aware of the changes. Mr. Meyer stated that the library doesn't really contact the City and let them know about changes to the by-laws. Mr. Sorensen asked if they needed to contact the City attorney or the library's attorney. Mr. Meyer stated that he would feel more comfortable asking the library's attorneys about changes to the by-laws. Mr. Sorensen stated that maybe the first step is to contact the library attorneys. Mr. Meyer stated that he would start with the library attorneys. Mr. Alpi stated that he thought the Library should probably keep the City informed. There was more discussion about the by-laws and home rule.

Meeting Room Policy

Dr. Palmer stated that the meeting room policy was the next thing on the agenda. Mr. Meyer stated that there had been some changes in library operations since the approval of the last Meeting Room policy. He added that the first item that he and the staff had discussed in division heads was the statement about usage being free and open to the public. Mr. Sorensen asked how much time they should spend on the topic if the Decatur Public Building Commission (DPBC) and County were coming into the building. There was discussion about the past procedures. Mr. Alpi stated that they should probably move forward with idea that the County would be sharing space in the building. He added that it may eventually become a topic to discuss during further negotiations. There was further discussion on room scheduling in the past and exceptions to paying the fees. Mr. Sorensen asked about the policy for selling materials during programs. Mr. Meyer stated that some of the authors have sold books. There was discussion about the speakers and charges. There was discussion about solicitation of funds during meeting room use. Mr. Alpi asked Mr. Meyer if he wanted to change the ending times. Mr. Meyer answered that he thought it would suffice to have the room rentals end 30 minutes before closing. Mr. Alpi stated that if groups wanted to stay later, the library might have to have discussions with Jerry Lord. Mr. Meyer stated that he thought it complicated issues to have groups stay later. Mr. Sorensen said that they may also want to consider that the library might want to extend the hours of operation in the future. Mr. Meyer stated that they have discussed that topic in some of the meetings. Mr. Meyer recommended that the actual room rentals be on a separate fee schedule. Dr. Palmer stated that she agreed with that. There was discussion about the cleaning schedule needed to clean the building. Motion by Mr. Sorensen to recommend the revised Meeting Room policy to the Board of Trustees, seconded by Mr. Kruml, unanimously approved

Mr. Meyer said that issues that had come up with individuals not using the library services using library parking. He added that in the past preparations had been made to tow violators but it had never been enforced. He added that the library sometimes partnered with groups such as the Sister Cities. There was discussion about the towing cars parked without permission, the library parking lot and waiting until the DPBC/County/Library agreement was completed.

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Ms. Kruml

Adjourned at 5:50 p.m.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 5/7/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy, and Public Relations Committee
Minutes of Meeting

Date: May 7, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance:	Dr. Susan Kruml Mark Sorensen Jim Alpi	**Staff:**	Rick Meyer, City Librarian Robert Edwards, Asst. City Librarian Rebecca Damptz, Archivist

Absent: Dr. Priscilla Palmer

Other Board Members:

1. Call to order

Dr. Kruml called the meeting to order at 4:31

2. Agenda

Motion to approve agenda by Mr. Alpi, seconded by Mr. Sorenson, unanimously approved.

3. Minutes of Previous Meeting

Motion to approve minutes by Sorenson, seconded by Mr. Alpi, unanimously approved.

4. Old and New Business

Barnwell Photo
There was discussion about the use of the Barnwell photo. Ms. Damptz stated that the Harvard University Press was interested in using the Barnwell photo to produce digital prints. Mr. Sorensen stated that he was under the impression that there were digital copies already available. Ms. Damptz stated that she was aware of the other prints, but doubted that they were of the quality that was needed. There was more discussion about the use of the Barnwell photo its use in past and its value.
Motion to approve Ms. Damptz's request to photo the Barnwell to produce digital copies by Mr. Sorenson, seconded by Mr. Alpi unanimously approved.

Bylaws
Mr. Meyer discussed the present bylaws and statements concerning the City's authority are in the bylaws. He stated that the City has yet to update the City code concerning the library on their website. Mr. Meyer stated that he had spoken with the library's attorney about making changes to bylaws. He stated that the attorney agreed that the City might have some objection to changing the bylaws to exclude the City. Mr. Meyer stated that he had reviewed a lot some examples of library bylaws across state and he liked the example that he has set before the board. He stated

that he felt strongly about removing some of the language in the old bylaws if there was to be discussions about changes in the City/ Library relationship in the future. Dr. Kruml stated that she agreed that it would be hard to argue against the city's position later if some of the language about the City remained in the Board of Trustees bylaws. There was more discussion about the bylaws and adopting a new set of bylaws.

Mr. Meyer recommended some additional changes of dates, such as annual meeting dates. There was discussion about the bylaws and changing meeting dates. Mr. Alpi said that it sounded like a great idea to have the attorney view the proposed bylaw changes first.

New Business

Mr. Meyer stated he had a few recommended changes for the Computer Lab policy. There was discussion about the changes. Motion to the recommended changes for the Computer Lab policy to the board by Mr. Alpi, seconded by Mr. Sorenson, unanimously approved.

Management Staff Personnel

Mr. Meyer stated the Management Staff Personnel policy had not been updated in quite a while, he discussed some recommended changes. There was discussion various sections of the management policy specifically the salary scale. There was discussion about service recognition and its history. Mr. Phillips suggested that Mr. Meyer pursue a plan of action for the changes in the management policy and presented it later to the board.

City Librarian's evaluation

Dr. Kruml discussed the previous evaluation process and opened the meeting up to discussion on how to proceed with the present evaluation process. She discussed her past experiences of working through evaluation processes. There was more discussion about how to proceed with the City Librarian's evaluation. Dr. Kruml stated that she would like to take more time to look at the old process. There was more discussion about the evaluation process. Dr. Kruml stated that they can always come back and review the process can later if concerns arise later. Dr. Kruml asked how they would inform Mr. Meyer if there were concerns during the year. Mr. Alpi stated that he thought there was a certain expectation that Mr. Meyer should be able to interpret issues to the Board. There was discussion about pay and performance. Dr. Kruml stated that she expected to meet with Mr. Meyer and discuss his progress and goals, then meet with the Board to discuss the evaluation and finally have a meeting with Mr. Meyer and the full board. Mr. Phillips gave his thoughts on the process and of his approval of the direction that Dr. Kruml was going. Mr. Phillips stated they would like to get Mr. Alpi's input on Mr. Meyer's performance before he left the board.

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Mr. Alpi

Adjourned at 5:40 p.m.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 6/4/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Property and Public Relations Committee
Minutes

Date: June 4, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Dr. Susan Kruml (Chair)
Dr. Pricilla Palmer
Jim Alpi (President)

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Other Board Members: John Phillips

Absent:

Guests:

Call to order

Dr. Kruml called the meeting to order at 4:31 p.m.

Agenda

Motion made by Mr. Alpi to approve the agenda, seconded by Dr. Palmer

Minutes of Previous Meeting

Motion made by Mr. Alpi to approve the minutes from the May 7, 2015 meeting, seconded by Dr. Palmer.

Bylaws
Dr. Kruml talked about the past discussions regarding the Board of Trustees Bylaws. She reminded the committee that Mr. Meyer had stated after his discussions with the Library attorney, that the current wording including the City code might cause problems later. Mr. Meyer stated that the City code basically states that the City sets the levy for the Library which is different from what the State statues say. Mr. Meyer stated that he would like to see the State statute added instead of the City code. There was more discussion about the modification of the bylaws. Mr. Alpi suggested that Mr. Meyer get the library attorney to look over the bylaws and red line it as soon as possible. Dr. Kruml stated that they could go head and add the statute in the bylaws and then have the attorney look at it. Dr. Palmer stated that she was in agreement with that idea. Dr. Palmer recommended that they contact the lawyer to review the changes and then recommend to the full board.
Management Policy

Dr. Kruml stated that the next item on the agenda was the management policy. The committee discussed the chapters in management policy. There was discussion about the definition of compensatory time as it related to the library. Mr. Alpi stated that he thought that staff be paid out. The consensus was that comp time should be paid out. There was discussion about overtime pay and it being authorized by Mr. Meyer. Mr. Meyer discussed salary adjustments and the evaluation processes. Dr. Kruml asked about the process of promotions. There was discussion about the promotion process and temporary assignments. There was discussion about the wording concerning holiday, sick time and vacation days.

Old Business

Mr. Meyer stated that they were still reviewing the old pay scale. He added that he thought they were also looking for someone on the Personnel, Policy and Public Relations committee to be involved. Dr. Kruml said that she would be glad to help.

Mr. Phillips stated that he thought that they should have recommendations for board replacements for the mayor by the July Board of Trustees meeting. There was more discussion about adding new board members.

Meeting Adjourned

Motion to adjourn by Dr. Palmer, seconded by Mr. Alpi
Meeting adjourned at 5:45 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 8/6/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Property and Public Relations Committee
Minutes

Date: September 3, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Dr. Priscilla Palmer
Gregg Zientara
John Phillips

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Other Board Members:

Absent: Dr. Susan Kruml (Chair), Mark Sorensen,

Call to order

Dr. Priscilla Palmer called the meeting to order at 4:35 p.m.

Agenda

Motion to approve agenda made by Dr. Priscilla Palmer, seconded by Mr. Phillips, unanimously approved

Minutes of Previous Meeting

Motion to approve June 2015 minutes made by Dr. Priscilla Palmer, seconded by Mr. Phillips, Mr. Zientara abstained

Old Business

Trustee By-Laws
Mr. Meyer informed the committee concerning the Decatur Public Library trustee by-laws revisions that had been reviewed by the committee members in previous meetings. He stated that the reasons for the revisions included unrevised City timelines concerning report and budget submissions. He added that there were also conflicts between the City code and State statutes. Mr. Zientara asked Mr. Meyer to explain the references to the City code in the by-laws. Mr. Meyer explained that the references were verbatim from the City code. Mr. Zientara asked about the annual meeting dates and reporting. Mr. Phillips stated that during earlier meetings the board had discussed the option of aligning annual board meetings and the replacement of new members at around the same time. There was more discussion by the committee about the by-laws and need for revisions. Motion to present the revisions to Board of Trustees by Mr. Zientara, seconded by Dr. Palmer, unanimously approved

Management Personnel Policy
Mr. Meyer stated that the Personnel, Policy and Public Relations had discussed revisions for the Management Personnel Policy. Mr. Phillips asked if there was anything in the policy that could be

considered controversial. Mr. Meyer said that some questions have surfaced about a few of the sections. There was discussion about recruiting and incorporating a diversity statement. Dr. Palmer stated that she thought that it wouldn't hurt to have a diversity statement included in the policy. There was discussion about the current definition of the library management work week and overtime. Mr. Meyer stated that some adjustments had also been made on the salary scale. Mr. Zientara gave his thoughts on his experience with various management review processes. Mr. Meyer said that he didn't have any opposition to any of the processes mentioned by Mr. Zientara. Mr. Phillips stated that from his past experiences, he had reservations about automatically applying raises across the board to staff. There was discussion about performance evaluations and raises. Dr. Palmer stated that she felt that the evaluations should be conducted in a timely manner. Mr. Phillips said he thought Mr. Meyer should write up something suggesting how he would like the process to go and present it to the board. Mr. Meyer answered that he wanted to somehow untie staff raises from anniversary dates. Mr. Phillips said he would like for management to have more flexibility in the evaluation process. Mr. Meyer stated that there has been discussion during the revisions about changing the amount of vacation time, sick time, bereavement time and the holidays taken off. Mr. Zientara suggested they could take a look at what the City does.
Mr. Phillips said the progress of the City Librarian's evaluation would be reported by Dr. Kruml later.

Meeting Adjourned

Motion to adjourn by Dr. Palmer, seconded by Mr. Zientara, unanimously approved
Meeting adjourned at 5:30 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 10/01/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Property and Public Relations Committee
Special Meeting Minutes

Date: October 7, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Dr. Susan Kruml (Chair)
Mark Sorensen
John Phillips

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Other Board Members:

Absent: Dr. Priscilla Palmer, Gregg Zientara

Call to order

Susan Kruml called the meeting to order at 4:35 p.m.

Agenda

Motion to approve the agenda made by Mr. Sorensen, seconded by Mr. Phillips, unanimously approved

Minutes of Previous Meeting

None

Old Business

Motion to enter into closed session for the purpose of discussion the evaluation of City Librarian, this portion of the meeting may be held in closed session pursuant to Section 5 ILCS 120 § 2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity by Mr. Sorensen, seconded by Mr. Phillips, unanimously approved

Motion to exit close session Mr. Sorensen, seconded Mr. Phillips, 5:01 p.m.
Mr. Sorensen stated that the committee had discussed the City Librarian's evaluation and recommended that the City Librarian, Rick Meyer receive a salary adjustment that they would bring up at the next full board meeting. Dr. Kruml stated that she would be delivering goals to Director Meyer to review.

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Mr. Phillips unanimously approved
Meeting adjourned at 5:12 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 12/3/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy and Public Relations

Minutes

Date: November 5, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)
Mark Sorensen
Gregg Zientara
Dr. Priscilla Palmer

Staff: Rick **Meyer, City Librarian**
Robert Edwards, Asst. City Librarian

Absent:

Guests:

Call to order
Mr. Phillips called the meeting to order at 4:34 p.m.

Agenda
Motion to approve the agenda by Dr. Palmer, seconded by Mr. Zientara, unanimously approved

Minutes of Previous Meeting

Motion to approve the October, 2015 minutes by Mr. Zientara, seconded by Dr. Palmer, unanimously approved

Mr. Sorensen asked Mr. Edwards for more information on the letter to City for Director Meyer's board approved pay increase. There was discussion about past procedures. Mr. Zientara stated that the City finance office had requested documentation in the past in order to have a record of pay requests. The committee agreed that Dr. Palmer and Mr. Sorensen would review the final draft of the letter before the Mr. Edwards submitted a copy to the City.

<u>Management Personnel Policy</u>

There was discussion about the changes that had been made to the original management policy. Mr. Meyer discussed the incentive payouts to staff and longevity. There was discussion about phasing out the incentive payouts to management staff and addressing AFSCME incentives after the contract expires in 2017. Mr. Meyer stated that previous options discussed had included eliminating the incentive payments by phasing it out with a 2-tier structure or buying out the participants. There was more discussion about making changes to the incentive program. Mr. Phillips suggested that the possibility of freezing the payments. Dr. Palmer stated that she was in favor of some sort of incentive for the management staff. She stated that with the cutbacks, management had been asked to do a lot more and the incentives are good for moral. Mr. Meyer stated that he was not convinced that the incentives were effective as a retention measure. He stated that he thought if concessions were made by management, they would also be looking

for the same type of concessions from the union in 2017 when their contract expired. He said Mr. Jerry Bauer had expressed doubts about the union agreeing to those types of concessions because management agreed to them. Mr. Zientara said maybe they should wait until after the union negotiations before deciding a course of action. The committee agreed to table discussions about changing the management incentives until the 2017 union negotiations.
Mr. Phillips asked where the committee stood concerning staff not living in the city limits. There was discussion about the pros and cons of requiring staff to live within city limits. Mr. Phillips stated that he would like to see it discussed at length at some point. Mr. Sorensen stated that since there were still some issues to be investigated at the City by Mr. Meyer, he didn't see any point in going over the rest of the policy. He confirmed that the committee was presently doing nothing with the salary and benefits.
There was a brief discussion about recent publicity issues and the Open Meeting Act rules. The committee agreed that a lesson had been learned about open meeting/closed sessions criteria.
Mr. Phillips stated that Dr. Kruml had resigned and her letter of resignation would be going to the mayor. He asked Mr. Sorensen to deliver a letter with the request for a potential candidate to the mayor. Mr. Sorensen stated that he would compile a letter for review that they could submit to Mayor Moore-Wolfe. Mr. Phillips said they would also have to address the need for someone to replace Dr. Kruml as chair of the Personnel, Policy and Public Relations committee.
Mr. Meyer stated that he had sent out a communication to the board with WebJunction samples of policies. Mr. Meyer said the library had a book of policies and the policies were also listed on the website. Mr. Zientara said he thought it would best if it was left up to Mr. Meyer what policies to present next, the rest of the committee agreed.

Other

Mr. Sorensen said previous members of the board had agreed upon the Decatur Public Building Commission agreement which hasn't received the endorsement of the City Manager. He asked Mr. Zientara if he thought the City Council had viewed the agreement. Mr. Zientara answered that he didn't think they had. There was discussion about Mayor Moore-Wolfe's letter and the Board's response. Mr. Phillips stated that a document is being drafted to present to the City. There was discussion about future meetings with the City. Mr. Zientara stated that there would have to be some joint discussions. Mr. Sorensen and Mr. Phillips discussed past sessions held to allow the public to give input. Mr. Phillips stated that there had been a lot of interested people that showed up for the meetings, including staff, County employees and the public. Mr. Zientara said the management part of the deal was already completed. Mr. Meyer stated that there would also be a need to define space, nailing down library space. There was more discussion about the City/Library relationship.

Meeting Adjourned

Motion to adjourn by Mr. Zientara, seconded by Dr. Palmer, unanimously approved

Meeting adjourned at 5:31 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 12/3/2015

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Personnel, Property and Public Relations Committee Minutes

Date: December 3, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Mark Sorensen (Acting Chair)
John Phillips
Gregg Zientara

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Other Board Members:

Absent: Dr. Priscilla Palmer

Call to order

Mr. Sorensen called the meeting to order at 4:34 p.m.

Agenda

Motion to approve the agenda made by Mr. Phillips, seconded by Mr. Zientara, unanimously approved

Minutes of Previous Meeting

Motion to approve October 27th Special meeting minutes by Mr. Phillips, seconded by Mr. Zientara, unanimously approved
Motion to approve November minutes by Mr. Zientara, seconded by Mr. Phillips, unanimously approved

Old Business

Management Personnel Policy
Mr. Meyer stated that there had been some language changes on page 5. He said there were a few adjustments made to other parts of the policy also. He reported that he had discussed the sick leave and FMLA with the Human Resources department at the City. There was discussion about the language in the policy and eliminating some of the language. Mr. Meyer mentioned that he had some thoughts about the grievance procedure listed. There was discussion about the grievance and disciplinary process in the policy. The committee discussed addressing nepotism and the vacation leave allocations in the revisions. There was more discussion about revising the vacation allocations for incoming employees. Mr. Meyer stated that he would add the suggestions discussed, clean up the language and bring back a document to the board. Mr. Sorensen suggested that the document be revisited in January, 2016, Mr. Phillips and Mr. Zientara agreed.

Meeting Adjourned

Motion to adjourn by Mr. Zientara, seconded by Mr. Phillips unanimously approved
Meeting adjourned at 5:26 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 1/7/2016

LEGAL DEPARTMENT MEMORANDUM
NO. 2016-02

February 12, 2016

TO: Honorable Julie Moore-Wolfe and City Council

FROM: Tim Gleason, City Manager
Wendy Morthland, Corporation Counsel
Amy Waks, Assistant Corporation Counsel

SUBJECT: Amendment to Chapter 34 (Traffic)

SUMMARY RECOMMENDATION: Staff requests that Council pass the proposed ordinance amendments regarding Chapter 34 section 32S and 32T to amend the language due to scrivener's error.

BACKGROUND:

RECOMMENDATION: Staff recommends that Council pass the proposed amendment.

POTENTIAL OBJECTIONS: There are no known or expected objections.

INPUT FROM OTHER SOURCES:

STAFF REFERENCE:
Amy Waks, Assistant Corporation Counsel, at 424-2807.

BUDGET/TIME IMPLICATIONS:

ORDINANCE NO. _______________

ORDINANCE AMENDING CITY CODE
- CHAPTER 34 – SECTION 32
<u>- TRAFFIC –</u>

BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That Chapter 34 of the City Code of the City of Decatur, Illinois, be, and the same is hereby modified and amended by amending section 32, so that Section 32 as so modified and amended, shall provide as follows:

32. **PROHIBITED PARKING SPACES**.

No person shall stop, stand or park any vehicle at any time in any of the following places, except when necessary to avoid conflict with other traffic, when an emergency exists, or in compliance with the directions of a police officer or traffic-control device:

A. On a sidewalk or parkway;

B. In front of a public or private driveway;

C. On a crosswalk;

D. Within an intersection;

E. Within twenty (20) feet of any intersection or crosswalk;

F. Within thirty (30) feet of the approach to any flashing signal, stop sign, yield sign, or traffic- control signal located at the side of a roadway;

G. Within twenty-five (25) feet of the intersection of any alley with any street;

H. In an alley except during the actual loading and unloading of goods, supplies and merchandise;

I. On any railroad tracks;

J. Within fifty (50) feet of the nearest rail of a railroad grade crossing;

K. Alongside or opposite any street excavation or obstruction when such parking would obstruct traffic;

L. On the roadway side of any vehicle parked at the edge of curb of a street;

M. Upon any viaduct, bridge, or other elevated structure upon a highway;

N. In any subway or highway tunnel or the approach thereto;

O. Between a safety zone and the adjacent curb or within thirty (30) feet of a point of the curb immediately opposite the end of a safety zone, unless a different length is indicated by signs or markings;

P. In any area between the boundary lines of a way publicly maintained for purposes of vehicular travel, not including shoulders or parkways that are unimproved and maintained in a natural state with grass, trees or other vegetative cover;

Q. Within fifteen (15) feet of a fire hydrant;

R. Within twenty (20) feet of the driveway entrance to any fire department station

S. At any place where official signs prohibit parking;

T. At any place designated as a fire lane.

PRESENTED, PASSED, APPROVED AND RECORDED this ____ day of March, 2016.

____

JULIE MOORE-WOLFE, MAYOR

ATTEST:

____

CITY CLERK

PUBLISHED this ________ day of _______________, 2016.

____

CITY CLERK

<u>ADDITIONS</u> AND ~~DELETIONS~~

CHAPTER 34

<u>- TRAFFIC –</u>

32. **PROHIBITED PARKING SPACES.**

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P. In any area between the boundary lines of a way publicly maintained for purposes of vehicular travel, not including shoulders or parkways that are unimproved and maintained in a natural state with grass, trees or other vegetative cover;

Q. Within fifteen (15) feet of a fire hydrant;

R. Within twenty (20) feet of the driveway entrance to any fire department station

S. ~~At any place designated as a fire lane;~~
At any place where official signs prohibit parking;

T. ~~At any place where official signs prohibit parking.~~
At any place designated as a fire lane.

DATE: 2/26/2016

MEMO: #16-02

TO: Honorable Mayor Moore Wolfe and City Council

FROM: Tim Gleason, City Manager
Gregg Zientara, Financial Management Director
Deborah Perry, Purchasing Supervisor

SUBJECT: Bids for breathing air compressor, fill station and cylinders

SUMMARY RECOMMENDATION: Staff recommends awarding a contract to SCBAS, Inc. to furnish and install an Eagle Air breathing air compressor and fill station (Black Hawk CFS Model) and three (3) Norris DOT cylinders, model HC-6000.

BACKGROUND: The breathing air compressor will be used by the Fire Department at Fire Station #2 located at 2707 E. William Street and will replace a compressor that is 22 years old. The breathing air compressor is used to fill air tanks with breathable air that allows firefighters to enter dangerous atmospheres.

The Fire Department has two locations with breathing air compressors, Station 1 and Station 2. This will be replacing the breathing air compressor at Station 2, located with the training area. This gives the fire department a location on the east side of town to fill bottles for emergency operations. Another benefit is units that are training at Station 2 will not have to drive to Station 1 to fill bottles when training is completed. Units will be able to go back into service quicker and expend less fuel not having to drive to Station 1.

Since the current compressor is 22 years old maintenance issues are becoming more and more frequent. Due to its age the department is reaching a point where the repairs are going to cost more than the compressor is worth.

There was only one bid submitted that meets specifications.

The bid of SCBA's Inc. for the Eagle Air Compressor meets the City of Decatur specifications.

The Fire Department received a grant from the Department of Homeland Security's Federal Emergency Management Agency through the Assistance to Firefighters Grant Program for this purchase. The grant will pay for 90% of the project. The Fire Department will pay the remaining 10%.

POTENTIAL OBJECTIONS: None

INPUT FROM OTHER SOURCES: Fire Department personnel requested the materials and wrote the bid specifications. They recommend approval of the bid.

STAFF REFERENCE: Jeff Abbott, Fire Chief, 424-2811. Jeff will be at the council meeting to answer questions the council may have about this purchase.

BUDGET/TIME IMPLICATIONS:
90% - Firefighter Grant
10% - General Fund

ATTACHMENTS:

Description	Type
Resolution	Resolution Letter
Bid Summary	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Purchasing	Bright, Debbie	Approved	3/3/2016 - 4:32 PM

RESOLUTION NO. _____________

RESOLUTION ACCEPTING THE BID
- SCBAS, Inc. –
CITY PROJECT – 2016-02

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the tabulation of the bid received for furnishing breathing air compressor, fill station, and cylinders, City Project 2016-02 presented herewith be, and it is hereby, received, and placed on file.

Section 2. That the bid of SCBAS, Inc. be accepted and a purchase order be awarded accordingly.

Section 3. That the Purchasing Supervisor be, and she is hereby, authorized and directed to execute a purchase order between the City of Decatur, Illinois and SCBAS, Inc. for their bid price of $40,380.00.

PRESENTED AND ADOPTED THIS 7th day of March 2016.

____
Julie Moore Wolfe
MAYOR

ATTEST:

____
CITY CLERK

Project Name: Breathing Air Compressor, Fill Station and Cylinders Project Number: 2016-02 Bid Date: February 11, 2016 Time: 10:00 a.m.				SCBAS Inc. Washington, IL		Sentinel Emergency Solutions Freeburg, IL		Decatur Industrial Electric Decatur, IL		Power Supply of Illinois Decatur, IL	
	Description	**QTY.**	**Unit**	**Unit Price**	**Total**	**Unit Price**	**Total**	**Unit Price**	**Total**	**Unit Price**	**Total**
				Eagle Air							
				Black Hawk							
				CFS							
	Breathing Air Compressor	1		$29,730.00	$29,730.00						
				Eagle Air							
				Black Hawk							
				CFS							
	Fill Station	1		$7,500.00	$7,500.00						
				Norris							
				Cylinder							
				HC-6000							
	Cylinders - DOT UN/ISO 6000 PSI	3		$1,050.00	$3,150.00						
	TOTAL				$40,380.00		No Bid		No Bid		No Bid

Neighborhood Services

DATE: 3/7/2016

MEMO: No. 16-5

TO: Honorable Mayor Julie Moore Wolfe and City Council

FROM: Tim Gleason, City Manager
Billy Tyus, Assistant City Manager
Richelle D. Irons, Director of Neighborhood Services

SUBJECT: Sub recipient Agreement for Coalition of Neighborhood Organizations (CONO)

SUMMARY RECOMMENDATION: Staff recommends approval of the attached sub recipient agreement with the Coalition of Neighborhood Organizations (CONO) for neighborhood related activities.

BACKGROUND: Each year the City's Neighborhood Outreach Division prepares a sub recipient agreement that outlines funds to be provided to CONO and defines eligible activities. The amount allocated is $9,000 and the agreement will expire in December 2016. Activities include but are not limited to: Neighborhood grants, the annual Neighborhood Awards event, education projects, Street Festival event, room rental for monthly meetings, the annual neighborhood network conference (RNNC) and marketing.

POTENTIAL OBJECTIONS: None

INPUT FROM OTHER SOURCES: CONO President Sue Lawson and Executive Board

STAFF REFERENCE: Additional questions can be forwarded to Richelle D. Irons at 424.2864 or Rirons@decaturil.gov.

BUDGET/TIME IMPLICATIONS: N/A

ATTACHMENTS:

Description	Type
Resolution	Resolution Letter
Agreement	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Neighborhood Services	Bright, Debbie	Approved	3/3/2016 - 12:06 PM

RESOLUTION NO. ___________

FY 2016
RESOLUTION AUTHORIZING SUB RECIPIENT AGREEMENT WITH THE COALITION OF NEIGHBORHOOD ORGANIZATIONS (CONO)

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the Sub Recipient Agreement for the FY 2016, between the City of Decatur Illinois, and the Coalition of Neighborhood Organizations (CONO) for administration of neighborhood activities be, and the same is hereby, received, placed on file and approved.

Section 2. That the Mayor, the Director of Neighborhood Services, and the City Clerk be, and they are hereby, authorized and directed to sign, seal and attest said Agreement between the City of Decatur, Illinois and CONO for an amount not to exceed $9,000.

PRESENTED and ADOPTED this 7th day of March, 2016.

____
Julie Moore Wolfe, Mayor

ATTEST:

____
City Clerk

FY 2016 SUB RECIPIENT AGREEMENT

THIS AGREEMENT entered this **7th** day of **March** 2016 by and between the City of Decatur, Illinois (herein called the "City") and the **Coalition of Neighborhood Organizations (CONO)** (herein called the "Sub recipients").

WHEREAS, the City wishes to engage the Sub Recipient to assist the City in utilizing such funds in accordance with City, State and Federal guidelines and regulations;

NOW, THEREFORE, it is agreed between the parties hereto that;

I. STATEMENT OF WORK:

A. **Activities**:

The Sub Recipient will be responsible for administering activities for the FY2016 program year in a manner satisfactory to the City and consistent with any standards required as a condition of providing these funds. Such programs will include the following eligible activities:

Activity #1
Increase participation and recruitment efforts which will include hosting monthly organizational meetings of neighborhood organizations to promote, develop and assist neighborhood groups with activities, and continue CONO activities and initiatives; Goal: 3-5 new neighborhood organizations represented.

Activity #2
Partner with faith based organizations and other non profits, including local school district to provide educational training in arts, horticulture, and home maintenance and beautification. Youth will participate in classes that teach pottery and learn the basics of house/wall painting, horticulture, culinary, woodworking and maintenance. Goal: 100+ youth

Activity #3
Neighborhood leaders will attend Regional Neighborhood Network Conference to highlight successes taking place in our city as well as learn from other participating cities what is working. The goal is to bring back ideas and implement projects on how we can improve our neighborhoods; Goal: 16 participants.

General Administration

The CONO Executive Board will be responsible for monthly reporting activities and issuing grants to assist neighborhood groups with literacy, neighborhood building and/or life skill activities. A written report should accompany each monthly report to include detail information gathered about expenditures, meeting attendance, grants, and activities.

Levels of Accomplishment - Performance Goals

In addition to the normal administrative services required as part of this Agreement, the Sub Recipient agrees to provide the following levels of program services with a completion date as follows:

Total Units	Completion Date
Activity #1 – (3-5) neighborhood organization grants Activity #2 – (100+) provide educational classes, in home maintenance, arts and horticulture Activity #3 (16) neighborhood residents participating in RNNC	December 9, 2016

B. **Staffing**

Executive Board - 100%
Activities will be carried out by the Executive Board.

C. **Performance Monitoring**

The City will monitor the performance of the Sub Recipient against the goals and performance standards substandard performance as determined by the City will constitute noncompliance with this agreement. If action to correct such substandard performance is not taken by the Sub Recipient within a reasonable period of time as specified by the City then, after being notified by the City, contract suspension or termination procedures will be initiated.

II. TIME OF PERFORMANCE

Services of the Sub Recipient shall NOT begin until a **Notice to Proceed** has been issued by the Neighborhood Services Department-Neighborhood Outreach Division. The term of this Agreement and the provisions herein shall end **December 9, 2016**.

II. **BUDGET**

Line Item	Amount
Neighborhood Awards Program	
Awards	$100
Monthly Meetings	
Room Rental ($50 @ 9 mos.) December Meeting	$450 $100
Regional Neighborhood Network	
Lodging Expenses (9 rooms) Registration (16 people)	$2,000 $1,600
Neighborhood Project Grants	$500
PO Box **Postage**	$ 65 $100
CONO Street Festival Insurance	$300
Education Projects	
Arts Horticulture Culinary Mechanics Jewelry Making Woodworking Nursing & Assisted Living Computer Education Home Maintenance & Beautification Program	$400 $200 $250 $200 $200 $200 $200 $300 $1,800
National Association of Town Watch (NNO)	$35
TOTAL	**$9,000**

Any **indirect costs** charged must be consistent with the conditions of Paragraph VIII (C.) (2.) of this Agreement. In addition, the City may require a more detailed budget breakdown than the one contained herein and the Sub Recipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the City. Any amendments to this budget must be approved in writing by the City and the Sub Recipient. Budget changes will not take effect until after they are approved. Expenditures that occur as a result of budget changes that have not been approved will not be reimbursed.

IV. **PAYMENT**

It is expressly agreed and understood that the total amount to be paid by the City under this contract shall not exceed **$9,000**. Draw downs for the payment of eligible expenses shall be made against the line item budgets specified in the agreement and in accordance with performance.

V. **NOTICES**

Communication and details concerning this contract shall be directed to the following contract representatives; or as later designated:

Information Requested	Grantee (City of Decatur)	Sub Recipient
Contract Representatives	Richelle D. Irons	Sue Lawson
Street Address	One Gary K. Anderson Plaza	P.O. Box 3294
City, State, Zip Code	Decatur, Il 62522	Decatur, IL 62524
Telephone	217-424-2864	217-201-7221
Fax Number	217-424-2728	217-872-7221
e-Mail Address	Rirons@decaturil.gov	cono3294@yahoo.com

VI. **SPECIAL CONDITIONS**

The Sub Recipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

VII. **GENERAL CONDITIONS**

A. **General Compliance**

The Sub Recipient agrees to comply with all applicable federal, state and local laws and regulations governing the funds provided under this contract.

B. **Independent Contractor**

Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Sub Recipient shall at all times remain an independent contractor with respect to the services to be performed under this Agreement. The City shall be exempt from payment of all unemployment compensation, FICA, retirement, life and/or medical insurance and workers' compensation insurance as the Sub Recipient is an independent Sub Recipient.

C. **Hold Harmless**

The Sub Recipient shall hold harmless, defend and indemnify the City from any and all claim, actions, suits, charges and judgments whatsoever that arise out of the Sub Recipient performance or nonperformance of the services or subject matter called for in this Agreement.

D. **Worker's Compensation**

The Sub Recipient shall provide workers' compensation insurance for all employees involved in the performance of this contract.

E. **Insurance and Bonding**

The Sub Recipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage. Although the City pays out on a reimbursement basis, exception can be made under special circumstances. Under those circumstances, and as a minimum, the Sub Recipient shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the City.

F. **Grantor Recognition**

The Sub Recipient shall ensure recognition of the role of the grantor agency in providing services through this contract. All activities, facilities and items utilized pursuant to this contract shall be prominently labeled as to funding source. In addition, the Sub Recipient will include a reference to the support provided herein in all publications made possible with funds made available under this contract.

G. **Amendments**

The City or Sub Recipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of both organizations, and approved by the City Council. Such amendments shall not invalidate this Agreement, nor relieve or release the City or the Sub Recipient from its obligations under this Agreement.

The City may, in its discretion, amend this Agreement to conform with federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of, the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both the City and the Sub Recipient.

H. **Suspension or Termination**

Either party may terminate this contract at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial termination of the Scope of Service in paragraph 1.A above may only be undertaken with the prior approval of grantee. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Sub Recipient under this Agreement shall, at the option of the City, become the property of the City, and the Sub Recipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

The City may also suspend or terminate this Agreement, in whole or in part, if the Sub Recipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations, or provisions referred herein; and the City may declare the Sub Recipient ineligible for any further participation in City contracts, in addition to other remedies provided by law. In the event there is probable cause to believe the Sub Recipient is in noncompliance with any applicable rules or regulations, the City may withhold future payment of said contract funds until such time as the Sub Recipient is found to be in compliance by the City, or is otherwise adjudicated to be in compliance.

VIII. ADMINISTRATIVE REQUIREMENTS

Uniform administrative requirements
The agreement shall require the Sub Recipient to comply with applicable uniform administrative requirements.

A. Financial Management

1. Accounting Standards

The Sub Recipient agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

B. Documentation and Record-Keeping

1. Records to be maintained

The Sub Recipient shall maintain all records that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

a. Records providing a full description of each activity undertaken;
b. Records required determining the eligibility of activities;
c. Records documenting compliance with the fair housing and equal opportunity components

2. Retention

The Sub Recipient shall retain all records pertinent to expenditures incurred under this contract for a period of five (5) years after the termination of all activities funded under this Agreement. Records for nonexpendable property acquired with funds under this contract shall be retained for five (5) years after final disposition of such property. Records for any displaced person must be kept for five (5) years after he/she has received final payment.

3. Client Data

The Sub Recipient shall document and provide data demonstrating client eligibility for services provided. Such data shall include, but not be limited to:

client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to the City monitors or their designees for review upon request.

4. Disclosure

The Sub Recipient understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the City's or Sub Recipient's responsibilities with respect to services provided under this contract, is prohibited by the Right to Financial Privacy Act of 1978 unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

5. Records and Property and Reversion of assets

The Sub Recipient shall maintain real property inventory records which clearly identify properties purchased, improved, or sold. Properties retained shall continue to meet eligibility criteria and shall conform to the "changes in use" restrictions.

Reversion of assets. Under this agreement upon its expiration the Sub Recipient shall transfer to the recipient any funds on hand at the time of expiration and any accounts receivable attributable to the use of those funds.

6. Objectives

The Sub Recipient agrees to maintain documentation that demonstrates that the activities carried out with funds provided under this contract meet one or more of the following objectives - 1) benefit low/moderate income persons; 2) aid in the prevention or elimination of slum or blight; 3) meet community development needs.

7. Close-outs

Sub Recipient obligation to the City shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to; making final payments, disposing of program assets, (including the return of all unused materials, equipment, program income balances, and receivable accounts) to the City, and determining the custodianship of records.

8. Audits and Inspections

All Sub Recipient records with respect to any matters covered by this agreement shall be made available to the City, grantor agency, or their designees, at any time during normal business hours, as often as the City or grantor agency deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Sub Recipient within 30 days after receipt by the Sub Recipient. Failure of the Sub Recipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments.

C. **Reporting and Payment Procedures**

1. Budgets

The Sub Recipient will adhere to the detailed contract budget, as revised (if applicable), that was submitted with the application and attachment to the contract infers acceptance by the City. The City and the Sub Recipient may agree to revise the budget from time to time as mutually agreed, only if it remains in conformance with City Council's wishes.

2. Payment Procedures

The City will pay to the Sub Recipient funds available under this contract based upon information submitted by the Sub Recipient and consistent with any approved budget as long as they were incurred after the Notice to proceed was issued, and within the year as noted above. Payments will be made for eligible expenses actually incurred by the Sub Recipient, and not to exceed actual cash requirements. The only exception is for pre-award costs approved at the time of the contract. In addition, the City reserves the right to liquidate funds available under this contract for costs incurred by the City on behalf of the Sub Recipient.

3. Progress Reports

The Sub Recipient shall submit regular progress reports to the City in the form and content as provided by the City on a **monthly** basis by the 8^{th} of the month. The City retains the right to delay or with hold disbursements of payments after duly notifying the Sub Recipient in the event that progress reports are not received as scheduled.

D. **Procurement**

1. Compliance

The Sub Recipient shall comply with current City policies concerning the purchase of equipment and shall maintain inventory records of all nonexpendable personal property as defined by such policy as may be procured with funds provided herein. As long as the Sub Recipient continues to use the equipment for the clientele originally intended and in the manner originally intended, and as long as the Sub Recipient continues to exist, the equipment shall be retained by the Sub Recipient. However, in the event of a change in the clientele, use, manner, etc. of the equipment; and/or if the Sub Recipient no longer exists, all equipment will revert back to the City.

2. Travel

The Sub Recipient shall obtain written approval from the City for any travel outside the metropolitan area with funds provided under this contract.

IX. RELOCATION, ACQUISITION, AND DISPLACEMENT

The Sub Recipient agrees to comply with city codes and ordinances, relating to the acquisition and disposition of all real property utilizing grant funds, and to the displacement of persons, businesses, nonprofit organizations and farms occurring as a direct result of any acquisition of real property utilizing grant funds. The Sub Recipient agrees to comply with applicable City Ordinances, Resolutions, and Policies concerning displacement of individuals from their residences.

X. PERSONNEL & PARTICIPANT CONDITIONS

A. Civil Rights

1. Compliance

The Sub Recipient agrees to comply with any applicable City and State Civil Rights ordinances and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 109 of Title I of the Housing and Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and with Executive Order 11246 as amended by Executive Orders 11375 and 12086.

2. Nondiscrimination

The Sub Recipient will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital status, or status with regard to public assistance. The Sub Recipient will take affirmative action to insure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Sub Recipient agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.

3. Land Covenants

This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352). In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this contract, the Sub Recipient shall cause or require a covenant running with the land to be inserted into the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected thereon, providing that the City and the United States of America are beneficiaries of and entitled to enforce such covenants. The Sub Recipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

4. Section 504

The Sub Recipient agrees to comply with any federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 706) which prohibits discrimination against the handicapped in any federally assisted program. The City shall provide the Sub Recipient with any guideline necessary for compliance with that portion of the regulations in force during the term of this contract.

B. **Affirmative Action**

1. Approved Plan

The Sub Recipient agrees that it shall be committed to carry out pursuant to the City's specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1965. The City shall provide its Affirmative Action guidelines for assistance in setting up such a program if Sub Recipient does not already have a plan in place. The Sub Recipient shall submit a plan for an Affirmative Action Program for approval prior to the award of funds.

2. MBE/WBE

The Sub Recipient will use its best efforts to afford minority and women-owned business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in the contract, the term "minority and female business enterprise" means a business at least fifty-one percent (51%) owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are African-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian Americans, and American Indians. The Sub Recipient may rely on written representations by Sub Recipients regarding their status as minority and female business enterprises in lieu of an independent investigation.

3. Access to Records

The Sub Recipient shall furnish and cause each of its Sub Recipients to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the City, or other authorized officials for purposes of investigation to ascertain compliance with the rules, regulations, and provisions stated herein.

4. Notifications

The Sub Recipient will make available to all employees and/or will post in a conspicuous place, the Sub Recipients commitments hereunder noted.

5. EEO/AA Statement

The Sub Recipient will, in all solicitations or advertisements for employees placed by or on behalf of the Sub Recipient, state that it is an Equal Opportunity or Affirmative Action employer.

6. Subcontract Provisions

The Sub Recipient will include provisions of Paragraphs X. A. Civil Rights, and B., Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each subcontractor or vendor.

C. **Employment Restrictions**

1. Prohibited Activity

The Sub Recipient is prohibited from using funds provided herein or personnel employed in the administration of the program for political activities; sectarian or religious activities; lobbying, political patronage, and nepotism activities.

2. OSHA

Where employees are engaged in activities not covered under the Occupational Safety and Health Act of 1970, they shall not be required or permitted to work, be trained, or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous or dangerous to the participant's health or safety.

3. Labor Standards

The Sub Recipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours, the Safety Standards Act, the Copeland "Anti-Kickback" Act (40 U.S.C. 276, 327-333) and all other applicable federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this contract. The Sub Recipient shall maintain documentation which demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the City for review upon request.

D. **Conduct**

1. Assignability

The Sub Recipient shall not assign or transfer any interest in this contract without the prior written consent of the City thereto; provided, however, that claims for money due or to become due to the Sub Recipient from the City under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.

2. Hatch Act

The Sub Recipient agrees that neither funds provided, nor personnel employed under this contract, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V United States Code.

3. Conflict of Interest

The Sub Recipient agrees with respect to conflict of interest and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this contract. The Sub Recipient further covenants that in the performance of this contract no person having such a financial interest shall be employed or retained by the Sub Recipient hereunder. These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the City, or of any designated public agencies or Sub Recipients which are receiving funds from the City of Decatur.

The Sub Recipient further agrees to provide the City with a list of its current Board members and notify the City in writing within five (5) business working days if, during the course of this contract, any changes in Board membership occurs. However, it would be to the benefit of the Sub Recipient to notify the City in advance with names of potential persons being considered for any office or position within the organization to relieve the Sub Recipient of impending conflict of interest concerns.

4. Subcontracts

a. Approvals

The Sub Recipient shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the City prior to execution of such agreement.

b. Monitoring

The Sub Recipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts, if necessary, shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content

The Sub Recipient shall cause all applicable provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

d. Selection Process

The Sub Recipient shall undertake to insure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis. Executed copies of all subcontracts shall be forwarded to the City along with documentation concerning the selection process.

5. Lobbying

The Sub Recipient hereby certifies that:

a. No appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any contract, the making of any grant, the making of any loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any contract, grant, loan, or cooperative agreement;

b. If any funds other than appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, in connection with this contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions;

c. It will require that the language of paragraph (d) of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all Sub Recipients shall certify and disclose accordingly; and

d. Lobbying Certification – Paragraph d
This certification is a material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

6. Copyright

If this contract results in any copyrightable material, the City and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work for government purposes.

7. Religious Organizations

The Sub Recipient agrees that funds provided under this contract will not be utilized for religious activities, to promote religious interests, or for the benefit of a religious organization.

XI. ENVIRONMENTAL CONDITIONS

A. Air and Water

The Sub Recipient agrees to comply with the following regulations insofar as they apply to the performance of this contract:

Clean Air Act, U.S.C., 1857, et seq.

Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, et seq., as amended 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued hereunder. (Environmental Protection Agency (EPA) Regulations pursuant to 40 CFR Part 50, as amended and the National Environmental Policy Act of 1969.

B. Flood Disaster Protection

The Sub Recipient agrees to comply with the requirements of the requirements of the Flood Disaster Protection Act of 1973 (P.L.-2234) in regard to the sale, lease or other transfer of land acquired, cleared or improved under the terms of this contract, as it may apply to the provisions of this contract.

C. Lead Based Paint

The Sub Recipient agrees that any construction or rehabilitation of residential structures with assistance provided under this contract shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, and in particular Subpart B thereof. Such regulations pertain to housing and require that all owners, prospective owners, and tenants or properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment, and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken.

D. Historic Preservation

The Sub Recipient agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this contract.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a federal, state, or local historic property list.

XII. **SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this contract as of the date first written above.

City of Decatur

By: ______________________________
Julie Moore Wolfe, Mayor

Sub Recipient--- CONO

By: __________________________
Sue Lawson, President

Attest: __________________________
City Clerk

Fed. ID # 37-1343207

Countersigned: ____
Director of Neighborhood Services

Decatur Human Relations Commission

United For a Better Community

CITY OF DECATUR HUMAN RELATIONS COMMISSION ANNUAL REPORT FISCAL YEAR 2015

INTRODUCTION

Included in this report is a summary of this year's data on complaints filed with the Human Relations Commission; highlights of the Human Relations Commission for this fiscal year; and a letter from the Human Relations Commission Chair for fiscal year 2015.

Under the provisions of Chapter 28 UNLAWFUL DISCRIMINATION, there are nine members who serve as Human Relations Commissioners, appointed by the Mayor with advice and consent by the City Council. All Commissioners serve without compensation. The Human Rights Investigator is an independent contractor who the City pays to review and investigate claims that are turned in to the Human Resources office. This individual serves as a liaison to the Commission. The Commission meets at 3:30 p.m. the third Thursday of the month in the City Council Chambers. The meetings are open to the public.

At the end of the fiscal year, the Human Relations Commission consisted of seven commissioners;

Derrick Thaxton (Chair), Ron Callow, Mary Gendry, Curtis Johnson, Joyce Keller, Verzell Taylor and Robert Whitten. Two positions remain vacant.

Commissioner, Carletha Currie, left the Commission during this fiscal year because she moved out of the area. Commissioner Steve Grimm (Vice Chair) chose not to be reappointed after his term expired during fiscal year 2015.

CITY OF DECATUR HUMAN RELATIONS COMMISSION ANNUAL REPORT FISCAL YEAR 2015

Summary of Cases (March 1 to December 10, 2015)

Case No.	Filing Date	Nature	Disposition
250410	4/10/2015	Disability discrimination in employment (discharge)	Charge filed Investigation started. Settlement was achieved.
150605	6/5/2015	Race discrimination in employment (conditions of employment)	Charge filed. Investigation concluded. Dismissed due to lack of evidence. Complainant may request review of dismissal.
150629	6/29/2015	Race discrimination in employment (discharge)	Charge filed. Investigation concluded. Dismissed due to lack of evidence
150720	7/20/2015	Race discrimination in employment (conditions of employment)	Dismissed due to lack of jurisdiction (alleged acts not covered in Ordinance).
150724	7/24/2015	Race discrimination in employment (discharge)	Dismissed due to lack of jurisdiction (work site located outside of city limits).
151109	11/9/2015	Race discrimination in employment (discharge)	Charge filed. Awaiting response from employer.
151123	11/23/2015	Race discrimination in employment (discharge)	Pending return call from Complainant to schedule initial interview.

There were no cases brought before the Human Relations Commission in a public hearing.

CITY OF DECATUR HUMAN RELATIONS COMMISSION ANNUAL REPORT FISCAL YEAR 2015

FY 2015 HIGHLIGHTS

The Rev. Dr. Martin Luther King, Jr. Steering Committee held a very successful luncheon at the Decatur Club on Saturday, January 17. The speaker was Secretary of State Jesse White. The annual Freedom March was held on Monday, January 19, with a program following at St. Patrick Catholic Church.

The Commission recognized Black History month on Saturday, February 28, with a program at the Decatur Club. Mr. Daryl Van Leer, presented a one man play titled, "Mandela: Let Freedom Reign", which is based on the life of President Nelson Mandela.

The Human Relations Commission informational brochures were updated in November, and were distributed throughout the community.

The Commission continued recording its monthly meetings for broadcast on Channel 18 cable and the City's website.

City of Decatur Human Relations Commission
Annual Report of Fiscal Year 2015

Letter from the Human Relations Commission Chair

Mayor and Decatur City Council Members:

The Human Relations Commission continues with its duty to uphold the provisions set forth in Chapter 28 of the Decatur City Code.

During FY 2015, one commissioner resigned and another commissioner has decided not to be reappointed. This leaves two vacancies.

The process for handling discrimination complaints changed somewhat in 2015, due to the elimination of the City's Human Rights Officer position in 2014. In April, 2015, the City hired an independent contractor to review complaints, conduct interviews and determine if sufficient evidence exists to file a formal charge. Seven cases were filed from March to December 2015. Commissioners have the opportunity to serve as hearing officers on all public hearings. There were no cases brought before the Commission in a public hearing during FY 2015.

In January 2015, the Rev. Dr. Martin Luther King, Jr. Steering Committee of the Commission held the annual luncheon and Freedom March. Secretary of State Jesse White was the speaker at the luncheon.

In February 2015, the Commission recognized Black History month with a presentation by Mr. Daryl Van Leer, titled, "Mandela: Let Freedom Reign."

We welcome visitors to attend our meetings which are held on the third Thursday of the month at 3:30 p.m. in the Council chambers, located on the 3rd floor of the Decatur Civic Center.

Respectfully,

Derrick Thaxton, Commission Chair