

**CITY OF URBANA**

**COMMITTEE OF THE WHOLE - MAY 9, 2005 - 7:30 P.M.**

**CITY COUNCIL CHAMBERS - 400 S. VINE STREET, URBANA, IL**

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**COMMITTEE MEMBERS PRESENT:** Danielle Chynoweth (Chair); Lynne C. Barnes; Brandon Bowersox; Robert E. Lewis; Dennis Roberts; Charlie Smyth; Heather Stevenson

**COMMITTEE MEMBERS ABSENT:** None

**STAFF PRESENT:** Laurel Lunt Prussing; Phyllis Clark; Bruce Walden; Jack Waaler; Elizabeth Tyler; William Gray; Gale Jamison; Douglas Miller

**OTHERS PRESENT:** Robin Arbiter; Members of the Media

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**1. CALL TO ORDER AND ROLL CALL**

Chair Chynoweth called the meeting of the Committee Of The Whole to order at 7:15 p.m.

**2. COUNCIL ORIENTATION**

Jack Waaler (Special Counsel) reviewed a notebook he prepared concerning Council procedures that was distributed previously. This document outlined procedures for electing a Mayor Pro-tem, procedural rules for the council, council votes, agenda preparation, debate limits, public input, ordinances and resolutions, appointments to committees and commissions, the Council's Committee Of the Whole guidelines, etc. Mr. Waaler encouraged Committee members to review these procedures and contact staff if they had any questions.

Bruce Walden (Chief Administrative Officer) concluded the orientation by discussing the detailed booklet that was distributed concerning conflict of interest. Plans are being made to host a HUD conflict of interest tutorial or discussion for elected officials and government employees. Mr. Walden also discussed the TIF Districts, noting that members of the Council could not own or buy any property in these areas. If there are Council members currently owning property in the TIF districts, they must disclose of it.

Other issues Mr. Walden discussed were:

- a. Nameplates. Staff is looking into Council's request to change the nameplates to read both the first and last name and the ward.
- b. Business cards. Council members should contact Debbi Roberts (Deputy Clerk) if they are interested in business cards. Council members should be clear on what information they would like to appear on their cards.
- c. Social Service Funding Presentations. Mr. Walden reminded the Committee that there will be special joint meetings at 6:00 p.m. Tuesday and Wednesday this week (May 10 & 11) for these presentations. Meals will be provided at 5:30 p.m.

- d. Council tour. There will be a tour of development projects prior to Council meeting on May 16, 2005 from 5:30 p.m. to 7:30 p.m. Boxed meals will be provided.
- e. Budget review/presentation. Budget presentations will begin at next week's Council meeting, and conclude at a special meeting on Wednesday, May 18, 2005 at 7:00 p.m.

Chair Chynoweth noted that she is in the process of collecting vacation schedules from Council members and urged them to contact her if they have not already done so.

3. **ADDITIONS TO THE AGENDA AND STAFF REPORT**

Mr. Smyth requested to add two items to the agenda: mailings, and changing the Council rules on how the Committee Chair reports to Council. There were no objections.

Chair Chynoweth called a point of order and inquired of Mr. Waaler if adding these items to the agenda for discussion would be in violation of the Open Meetings Act. Mr. Waaler indicated that the additions could be discussed, but not acted on or sent to Council with a recommendation for approval. He suggested instead of taking action, making a request to add the item to a future agenda.

These items will appear as #13 (Mailings) and #14 (Council Rules Pertaining to Committee Chair) of the record.

4. **APPROVAL OF MINUTES OF PREVIOUS MEETING**

April 25, 2005 - Ms Barnes moved to approve the minutes of the April 25, 2005 meeting. Mr. Smyth seconded.

Mr. Bowersox noted an error regarding the date of the minutes in the header on pages 2 and 3 and requested that it be corrected to read "April 25, 2005." There were no objections.

The motion to approve the minutes of April 25, 2005 carried by a voice vote, as amended.

5. **PUBLIC INPUT**

Robin Arbiter, 1317 Philo Road, representing PACE, Inc., welcomed the newly elected Council members. Ms Arbiter is the Director of PACE and gave a brief summary about the organization and its functions.

Committee Member Input

There was none.

6. **FINANCIAL PLAN PRESENTATION**

Mr. Walden gave a PowerPoint presentation. (See attached.) Ron Eldridge (Comptroller) assisted. Staff generally presents the

Financial Plan to Council prior to the Budget in an effort to address calculations made prior to making any decisions. Mr. Walden reviewed the level of services and taxing rates of the City, and gave detailed financial projections and descriptions of the general operating and special funds described in the Financial Plan.

Following the presentation and questions, Ms Barnes noted the hour and requested to change the order of the agenda to hear discussion on item #9 and #10 next. There were no objections.

9. **ORDINANCE NO. 2005-05-064: AN ORDINANCE APPROVING A THIRD AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT SUBRECIPIENT AGREEMENT (DISABLED CITIZENS FOUNDATION, PROJECT NO. 0304-06)**

Elizabeth Tyler (Community Development Director/City Planner) presented the staff report.

Mr. Smyth moved to send this item to Council with a recommendation for approval. Mr. Roberts seconded. The motion carried by a voice vote.

10. **ORDINANCE NO. 2005-05-065: AN ORDINANCE PARTIALLY VACATING AN ALLEY (EAST OF LINCOLN AVENUE BETWEEN CHURCH STREET AND PARK STREET)**

William Gray (Public Works Director/City Engineer) presented the staff report.

Mr. Roberts made a motion to send this item to Council with a recommendation for approval. Mr. Lewis seconded. The motion carried by a voice vote.

7. **CAPITAL IMPROVEMENT PLAN PRESENTATION**

Mr. Gray presented the staff report and introduced Gale Jamison (Assistant City Engineer) and Doug Miller (Projects Coordinator) who assisted with the presentation. (See attached).

Following the presentation, Chair Chynoweth urged Committee Members to contact staff with suggestions and recommendations.

8. **ORDINANCE NO. 2005-05-063: AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE CITY OF URBANA (2907 EAST MAIN STREET / ANDREW AND STEPHANIE BOHLEN)**

Ms Tyler presented the staff report.

Mr. Smyth moved to send this item to Council with a recommendation for approval. Mr. Roberts seconded. The motion carried by a voice vote.

11. **ORDINANCE NO. 2005-05-066: AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE AN AMENDED AGREEMENT FOR USE OF RIGHTS-OF-WAY (1701 SOUTH PHILO ROAD)**

Mr. Gray presented the staff report.

Mr. Smyth made a motion to send this item to Council with a recommendation for approval. Mr. Bowersox seconded. The motion carried by a voice vote.

12. **DISCUSSION: SPECIALTY SIGN POLICY (NEIGHBORHOOD SIGNS)**

Mr. Gray presented the staff report. A revised copy of the policy was distributed to Committee members in their packets. (See attached.)

Following discussion, Mr. Smyth moved to send the revised policy to Council with a recommendation for approval. Ms Barnes seconded. The motion carried by a voice vote.

13. **MAILINGS**

Mr. Smyth elaborated on mailings sent to Council and others and suggested that most of the information could be sent electronically in order to reduce postage costs and paper use. He requested that staff be directed to come up with a more cost-effective way to do the mailings and report back in a month. There were no objections.

14. **COUNCIL RULES PERTAINING TO COMMITTEE CHAIR**

Mr. Smyth noted that under the current Council Rules the person chairing the meeting this evening would not report the actions of the Committee to Council at the next session. He requested that staff be directed to draw-up the correct language needed to modify this rule and report back to Committee for consideration in two weeks. There were no objections.

15. **ADJOURNMENT**

There being no further business to come before the Committee, Chair Chynoweth declared the meeting adjourned at 11:00 p.m.

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Deborah J. Roberts  
Recording Secretary

\*This meeting was broadcast on cable television.

Minutes Approved: May 23, 2005