

**Committee of the Whole**  
**October 27, 2015**

Present: Mayor Mark S. Vulich, Council Members Rowland, Gassman, Determann, Wilke, O'Neill and Allesee, City Administrator, City Attorney, City Clerk, Press and interested citizens. Councilmember McGraw – absent.

1. Parks and Recreation Reorganization Proposal – Jessica Kinser

City Administrator Kinser advised the Council that this discussion took place in January and February as a way to enhance services; however, with an upcoming retirement she was bringing this discussion forward again to determine whether there is a way to make this work. She stated that a Public Works Department does not make sense financially. She continued in stating that she was proposing combining Grounds and Facilities with Recreation under a Parks and Recreation Director and Streets and Solid Waste under a Streets and Solid Waste Superintendent on the Public Works side which will provide better coverage. She further stated that this will necessitate changes in staff with the hiring of a Streets and Solid Waste Superintendent, the creation of a Parks and Recreation Director Position which would be filled by the current Recreation Director Gregg Obren, and the creation of a Parks Superintendent position. The Community Service Director would report half time to Parks and Recreation and half time to Building and Neighborhood Services (BNS) to assist with the administrative and inspection functions in that department. The part time BNS Administrative Assistant would be laid off, the RWRP Administrative Specialist position would be downgraded to a permanent, part-time position, and payroll and accounts payable and other support functions for Streets and Solid Waste would be performed by the current Public Works Administrative Specialist. She proceeded to state that she was recommending that this proposal be moved forward in order for the changes to take place January 1, 2016. Councilmember Rowland inquired regarding whether the City Administrator saw these changes as temporary or long term. City Administrator Kinser stated that it would be great to have a Public Works Director again; however, that is not feasible financially. She continued in stating that this is something that can last long term and leaves someone focused on streets and solid waste. Councilmember Rowland stated that the Park and Recreation Director would have a significant upgrade in workload. Administrator Kinser stated that there would be an upgrade in workload; however, the City's parks system is the most important asset of the City which calls for a lot of additional oversight and is why she was proposing the hiring of a Parks Superintendent. She continued in stating that it will be a challenge, but moves things in the right direction. Councilmember Rowland stated that the Recreation Supervisor position was eliminated in 2011/2012 as a buy-out and was filled immediately.

Councilmember O'Neill stated that he had concerns regarding the buy-out and replacement. He continued in stating that the buy-outs are still costing the City \$1,500 per person per month. He further stated that the BNS Administrative Assistant position would be gone; however, there is still an increase of \$5,780. He inquired regarding whether this would come back as a higher cost. City Administrator Kinser stated that this is due mostly to the creation of the Parks Supervisor position and the reallocation of wages for the Community Service Coordinator who would come in with a greater amount of responsibilities. She continued in stating that the administrative side does not need more help; however, the finding of unregistered rental properties weekly results in additional inspections.

Councilmember Rowland stated that overall most of the changes provide greater efficiencies in streets, solid waste and parks.

Mayor Vulich commented that this would result in the reduction of support staff who deal with the public. City Administrator Kinser stated that the administrative personnel in Parks and Recreation will not change and there is no reason to add administrative positions. She continued in stating that the RWRF Superintendent advised that he cannot justify the need for an Administrative Assistant 40 hours per week. Mayor Vulich stated that when the public has complaints there will only be one person to handle them. City Administrator Kinser stated that there is only one person handling the calls now. She continued in stating that if the public uses the Work Order Program it should cut down on calls. Councilmember Wilke inquired regarding whether the City has backfill for that position. City Administrator Kinser stated that employees on light duty currently fill in during vacations and sick time; however, not enough for the addition of a full time position. Councilmember O'Neill suggested using volunteer help to answer calls. City Administrator Kinser stated that if it is a snowy day not many people come in to City Hall and there are enough employees to help with the calls. She continued in stating that the City tends not to provide the best service in Street and Solid Waste and these are areas which receive the most complaints. One person over Street and Solid Waste will streamline the operation and Parks and Recreation will improve services which will be an improvement to where we are currently.

M/S, O'Neill-Allesee moved to forward the Parks and Recreation Reorganization Proposal to the next City Council agenda. On roll call, carried unanimously.

In discussion before roll call, Councilmember Determann inquired regarding whether the current part-time snow removal personnel would be available in the summer. City Administrator Kinser stated that the City uses some part-time personnel in the summer; however, if they are kept on for three months they are entitled to benefits and AFSCME.

2. Liberty Square Offer to Buy #2 – Jessica Kinser

City Administrator Kinser advised the Council that the property under consideration is a remnant which is a berm, greenery and a driveway which extends to the back of the trail. She stated that the cost for the property is \$400. She continued in stating that she is recommending the purchase because of the maintenance and landscaping of the property. Councilmember Determann stated that it is the City's duty to the DOT to continue to purchase properties. Councilmember Gassman inquired regarding how the price was reached. Mayor Vulich stated that each lot must be appraised.

Councilmember O'Neill stated that the City's best position is to purchase everything presented to us. We do not know what is going on outside off the Council and whether there is a group waiting to purchase property potentially important to the City.

M/S, O'Neill-Determann moved to forward the Liberty Square Offer to Buy #2 to the next City Council agenda. On roll call, carried unanimously.

3. 2016 Animal Licensing Agreements – Jessica Kinser

City Administrator Kinser stated that she is recommending this in order to manage the amount of people paying at the Finance Office. She continued in stating that ordinance changes were made in 2015 to increase the licensing fee to a flat \$10 per animal, whether altered or unaltered. This increase was done at the cost of eliminating the penalty for missing the late February registration date. She further stated that the Finance Office has seen a tremendous escalation in foot traffic due to sewer bill collections and in order to ease the foot traffic and work for the Finance Office, we are proposing that the Clinton Humane Society and Midwest Pets for Life which may have a

broader reach be offered agreements to be able to sell animal licenses, The proposal is that for each license sold, the organization would retain \$5 of the \$10 fee. She proceeded to state that this will not have a substantial effect on the City financially. She advised that another option is for persons to register their pets online; however, we need to figure out how to receive legitimate information for the rabies field.

Mayor Vulich inquired regarding the location of Midwest Pets for Life. City Administrator Kinser stated that currently they do not have a facility. They have contact with people who spay and neuter. People would have to go to the clinics to obtain tags. Mayor Vulich inquired regarding whether they are a 501c3. City Administrator Kinser stated that they are. Councilmember Wilke inquired regarding whether the records would be kept by the City. City Administrator Kinser stated that the records would remain with the City. Councilmember Determann inquired regarding whether the City is competitive in cost with the surrounding area. City Administrator Kinser stated that the fee covers the administrative cost. Councilmember O'Neill inquired regarding whether they would purchase the tags from the City. City Administrator Kinser stated that the City would give them a number of tags and they would return the unsold tags back to the City. Councilmember Determann suggested trying this with the Humane Society first. City Administrator Kinser stated that Midwest Pets for Life contacted the City and if they can draw a crowd it is a benefit to us.

M/S, Gassman-Rowland moved to forward the 2016 Animal Licensing Agreements with the Clinton Humane Society and Midwest Pets for Life to the next City Council agenda. On roll call, carried unanimously.

4. SSMID Agreement for Snow Removal Services – Jessica Kinser

City Administrator Kinser advised the Council that the agreement under consideration has not changed from agreements in the past. She stated that the City has provided snow removal services for the SSMID area since 2008 for a flat fee of \$15,000. She continued in stating that she is proposing the continuation of the agreement since the City has the department to remove the snow and the equipment.

M/S, Rowland-Gassman moved to forward the SSMID Agreement for Snow Removal Services to the next City Council agenda. On roll call, carried unanimously.

5. New Liquor License at 92 Main Avenue – Pat Van Loo

City Clerk Pat Van Loo advised the Council that the license under consideration meets all of the City's requirements. She stated that this would be new ownership of an existing bar. She further stated that if it is the Council's desire to move this application forward to the November 10, 2015 City Council agenda it will be contingent upon the Dram Insurance being in place. She proceeded to state that she wanted to bring this forward at this Committee of the Whole meeting so the resolution is not delayed should their Dram Insurance be in effect between now and the next City Council meeting. Councilmember O'Neill inquired regarding whether the applicant already is the owner of another bar in the City. City Clerk Van Loo stated that the applicant does own another bar in the City.

M/S, Determann-Wilke moved to forward the new Liquor License at 92 Main Avenue to the next City Council agenda. On roll call, carried unanimously.

6. Mayor & Council Member Updates

Mayor Vulich stated that he has received calls regarding the Halloween Parade not being televised. He continued in stating that it is not the responsibility of the City to televise the parade. He further stated that Trick-or-Treat will take place on October 31<sup>st</sup> from 6:00PM to 8:00PM. He proceeded to remind everyone to vote on November 3<sup>rd</sup>.

Councilmember Allesee advised that the Halloween Parade will be streamed on Facebook and YouTube.

Councilmember O'Neill stated that he participated in the parade. He continued in stating that there was a great crowd. He further stated that he took part in the debate and thanked everyone who put it on and those who participated.

M/S, Determann-Gassman moved to adjourn. All in favor.

Respectfully Submitted,

Pat Van Loo  
City Clerk