



CITY OF URBANA CITY COUNCIL REGULAR MEETING

DATE: Monday, August 08, 2022
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

- A. Call to Order and Roll Call
- B. Approval of Minutes of Previous Meeting
 - 1. 07-25-2022 Minutes
- C. Additions to the Agenda
- D. Presentations and Public Input
- E. Council Input and Communications
- F. Unfinished Business
- G. Reports of Standing Committees
- H. Committee of the Whole (*Council Member Christopher Evans - Ward 2*)
 - 1. Consent Agenda
 - 2. Regular Agenda
 - a. **Resolution No. 2022-08-060R:** Resolution Authorizing an Extension of Time for a Temporary or Experimental Traffic Regulation (One-Way Eastbound Traffic on Goose Alley from Race Street to Two Hundred Feet West of Broadway Avenue) - PW
- I. Reports of Special Committees
- J. Reports of Officers
 - 1. UPTV Issues and Coming Upgrades - IT
- K. New Business
- L. Adjournment

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at <https://urbanaininois.us/upty>

PUBLIC INPUT

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public Input will be taken in the following ways:

Email Input

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: citycouncil@urbanaininois.us. The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

Written Input

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

Verbal Input

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than four (4) minutes per person. The Public Input portion of the meeting shall total no more than one (1) hour, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under "Verbal Input". Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the

meeting record.

Accommodation

If an accommodation is needed to participate in a City meeting, please contact the City Clerk's Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: CityClerk@urbanillinois.us



CITY OF URBANA, ILLINOIS
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

M E M O R A N D U M

TO: Mayor Diane Wolfe Marlin and Members of the City Council
FROM: John Zeman, City Engineer
DATE: July 27, 2022
**RE: RESOLUTION AUTHORIZING AN EXTENSION OF TIME FOR A
 TEMPORARY OR EXPERIMENTAL TRAFFIC REGULATION (ONE-WAY
 EASTBOUND TRAFFIC ON GOOSE ALLEY FROM RACE STREET TO TWO
 HUNDRED FEET WEST OF BROADWAY AVENUE)**

Introduction

The use of the east half of the City's Parking Lot No. 1 for a private event space, which was authorized starting May 1, 2022 and will end October 31, 2022, resulted in a change in traffic patterns in Goose Alley between Race Street and Broadway Avenue. The Public Works Department, in coordination with the Police Department, used the authority provided to us by Section 23-22 of the City Code to install signs for enforcement of a temporary traffic regulation for one-way eastbound traffic on Goose Alley. This authority only lasts for ninety (90) days by Section 23-22. This temporary traffic regulation was discussed at the May 2022 meeting of the Traffic Commission, and it was installed on May 13, 2022; therefore, the ninety-day (90-day) period expires on August 11, 2022, well before the end of the private event space on October 31, 2022. The Traffic Commission received public input during the June 2022 meeting of the Traffic Commission, and the Public Works Department will make adjustments to the originally installed signage based on public input. In its July 2022 meeting, the Traffic Commission passed a motion to request authority from City Council to extend this temporary traffic regulation through October 31, 2022, when the private event space will be removed, allowing the traffic patterns in Parking Lot No. 1 and Goose Alley to revert to normal.

Recommendation

Staff recommends that the attached Resolution Authorizing Extension of Time for a Temporary or Experimental Traffic Regulation be approved for One-Way Eastbound Traffic on Goose Alley from Race Street to Two Hundred Feet West of Broadway Avenue.

Attachments: Resolution _____ – Resolution Authorizing an Extension of Time for a Temporary or Experimental Traffic Regulation (One-Way Eastbound Traffic on Goose Alley from Race Street to Two Hundred Feet West of Broadway Avenue)
 Location Map

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING AN EXTENSION OF TIME FOR A TEMPORARY
OR EXPERIMENTAL TRAFFIC REGULATION (ONE-WAY EASTBOUND TRAFFIC
ON GOOSE ALLEY FROM RACE STREET TO TWO HUNDRED FEET WEST OF
BROADWAY AVENUE)**

WHEREAS, the City of Urbana has adopted a local traffic code which is set forth in its ordinances as Chapter 23; and

WHEREAS, the Chief of Police and the City Engineer of the City of Urbana, pursuant to Section 23-22 of the aforesaid traffic code, have the authority to make and enforce temporary or experimental traffic regulations to cover special conditions for no more than ninety (90) days; and

WHEREAS, the Chief of Police and the City Engineer made a temporary traffic regulation for one-way eastbound traffic on Goose Alley from Race Street to two hundred (200) feet west of Broadway Avenue starting on May 13, 2022 in response to the special condition of the east half of Parking Lot No. 1 being closed to traffic from May 1, 2022 to October 31, 2022; and

WHEREAS, the Traffic Commission of the City of Urbana, on July 5, 2022, unanimously approved a motion to request authority from City Council to continue enforcement of the aforesaid temporary traffic regulation until October 31, 2022.

NOW, THEREFORE, BE IT RESOLVED by the City Council, of the City of Urbana, Illinois, that the Chief of Police and the City Engineer are hereby authorized to continue enforcement of the temporary traffic regulation for one-way eastbound traffic on Goose Alley from Race Street to two hundred (200) feet west of Broadway Avenue until October 31, 2022.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2022.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this _____ day of _____, 2022.

Diane Wolfe Marlin, Mayor



EVENT AREA
5/13/22 - 10/31/22

Item I1.

W WATER ST

N BROADWAY AVE

E WATER ST

GOOSE ALLEY

ONE-WAY EASTBOUND TRAFFIC
5/13/22 - 10/31/22

W MAIN ST

W MAIN ST

E MAIN ST

SPRINGFIELD AVE

S RACE ST

S BROADWAY AVE



City of Urbana
Public Works Dept
Engineering Division
Date: 7/27/2022





EXECUTIVE DEPARTMENT

Information Technology Division

Memorandum

To: City Council
 CC: Phyllis Clark, Carol Mitten, Bourema Ouedraogo
 From: Sanford Hess
 Regarding: UPTV Issues and Coming Upgrades
 Date: **August 3, 2022**

Moving back to in-person meetings in April 2022 was a major transition for UPTV. All of UPTV's current staff (Production Coordinator, Production Assistant, and three Camera Operators) started during the pandemic, so the more complex in-person environment was a new challenge that none of these staff members had experienced before.

There have been at least three different issues with the broadcast since April, some of which continue:

1) **Members calling-in to meetings on the phone.** In 2021, while City meetings were entirely online, the City changed its phone system. The UPTV equipment that was previously used to link phone calls to the Council Chamber audio was unusable with the new phone system. In March 2022, we purchased hardware to work with the new phone system. However, the new hardware was limited by our inability to control the audio output, with the result that anyone calling in from the phone heard an echo of their own voice. After a few weeks of issues, we stopped using the hardware and used a different method with the new phone system, which seems to have resolved the echo problem, although it requires more steps by the camera operators. We can now support multiple people calling in to the same meeting using a conference call, although audio issues make it difficult for callers to hear on their phones – they must listen to the online Livestream.

2) **Audio levels and noise in the meetings.** At the three initial meetings (April 4, 11, and 18), there were complaints about the volume. On April 21, we gathered several staff in place to test and set audio for the different inputs associated with each microphone. Those settings were then tweaked over the next few weeks due to individual variances. This addressed most of the volume issues. However, audio from the meetings has a recurring “dirtiness” that we believe is due to the aging analog mixers, which have less flexibility to mix inputs and less stable connections (creating the noise in the audio) than current digital equivalents. Replacement with a digital system is the best solution here.

3) **The Livestream has been inconsistent – starting late and dropping out.** Based on comments received by people watching the Livestream, this appears to have happened on May 9, June 6, and June 27. Issues with the Livestream are due in large part to the technology: an old release of the Livestream software, running on an older machine. Staff has learned to take steps before each meeting to clear out storage on this machine. Hopefully, this will avoid further issues.

When these problems first manifested in April, City staff began working on a plan for replacement of the aging components. The audio system in Council Chambers was up for replacement in Fiscal 2023 (planned for \$37,000) and the Video Production Switcher in Fiscal 2025 (\$15,000).

Beginning in April, City staff took the following steps:

- On May 9, 2022 the Council passed Budget Amendment #7, which moved \$50,000 into the fiscal year 2022 budget for equipment replacement. These were items (the Tricaster, Microphones, and Audio Mixers and Amplifiers) that were scheduled to be replaced in upcoming fiscal years. The flexibility afforded by the approval of the budget amendment allowed us to be able to start the process early.
- In May and June, the City engaged with Key Code Media in a consultative process to understand our environment and propose a complete solution with equipment, installation, and support.
- In July, the City signed a contract with Key Code Media at a total cost of approximately \$41,000. Happily, we expect costs to be less than the \$50,000 initially estimated.
- Items have been ordered. We expect the work to occur in two phases. Based on the shipping delays we're seeing for the ordered equipment, especially the audio components, the phases map out this way:
 - Phase 1 – September / October 2022
 - Install all the video hardware (and audio for items that arrive early) and run cabling for new audio.
 - Phase 2 – December 2022 / January 2023
 - Install all the audio hardware.

While we're all frustrated that the problems will linger for several more months, the resolution described above progressed as quickly as we could under the circumstances.

The contract for work should address our audio and video issues in several different ways:

- The analog mixers will be replaced by digital ones, eliminating the failing plugs.
- Digital mixers will also give us more control on the audio mix, for example, permitting the "mix-minus" output that would better integrate with our new phone system.
- The Livestream process will be replaced by a dedicated piece of hardware (an AJA HELO Plus H.264 Advanced Streamer and Recorder) that will provide a better image and be more dependable.
- The contract includes professional installation, acceptance testing, and a year of support.



CITY OF
URBANA

Community Development
Services Department

Building Safety Division

400 S Vine St • Urbana IL 61801 • (217) 384-2443 • urbanailinois.us

MEMORANDUM

TO: Mayor Diane Wolfe Marlin and City Council

FROM: Shelia Dodd, Interim Community Development Director
Nick Hanson, Building Official

DATE: August 8, 2022

SUBJECT: Failure to Comply Ticket Report

This report regarding Failure to Comply Tickets is being provided to Council as indicated in Ordinance No. 2013-09-082. The attached report is for outstanding tickets issued through August 1, 2022.

Failure to Comply Report

Ticket#	File#	Address	Fine Amount	Date Issued	Date Due	Additional Fee/Fines	Total Paid	Date Paid	Balance Due	Date Appeal Received	Appeal Hearing Date	PIN	Owner	Open Violation
243	17-000191	808 S Cottage Grove Avenue	\$ 600.00	06/27/2019	07/05/2019	\$ 100.00	\$ -		\$ 700.00			922116180002	KIRBY KENNETH D / Carrillo Ricardo	9
Property sold on 06/30/2022.														
244	19-001514	1601 North Willow Road Apt. 317	\$ 300.00	11/18/2019	11/25/2019	\$ 150.00	\$ -		\$ 450.00			912105477028	1601 1605 WILLOW ROAD LLC	16
Open violations are regular maintenance issues, which new property manager is working to address.														
245	19-002429	1605 North Willow #115	\$ 300.00	01/03/2020	01/14/2020	\$ -	\$ -		\$ 300.00			912105477028	1601 1605 WILLOW ROAD LLC	0
All violations have been corrected, working with property management for payment of FTC.														
246	20-000017	1601 North Willow Road 202	\$ 450.00	01/22/2020	01/29/2020	\$ -	\$ -		\$ 450.00			912105477028	1601 1605 WILLOW ROAD LLC	0
All violations have been corrected, working with property management for payment of FTC.														
247	20-001307	1605 North Willow	\$ 450.00	07/22/2020	07/29/2020	\$ -	\$ -		\$ 450.00			912105477028	1601 1605 WILLOW ROAD LLC	0
All violations have been corrected, working with property management for payment of FTC.														
248	20-001307	1605 North Willow	\$ 300.00	08/21/2020	09/21/2020	\$ -	\$ -		\$ 300.00			912105477028	1601 1605 WILLOW ROAD LLC	0
All violations have been corrected, working with property management for payment of FTC.														
249	20-001847	1605 North Willow, Apt 103	\$ 450.00	10/15/2020	10/22/2020	\$ -	\$ -		\$ 450.00			912105477028	1601 1605 WILLOW ROAD LLC	0
All violations have been corrected, working with property management for payment of FTC.														
251	21-000095	701 East Washington Street	\$ 300.00	11/02/2021	11/09/2021	\$ -	\$ -		\$ 300.00			922116301001	NIEHANS, KERI M	13
Property is vacant and owner is trying to sell.														
254	21-000095	701 East Washington Street	\$ 500.00	11/02/2021	11/09/2021	\$ -	\$ -		\$ 500.00			922116301001	NIEHANS, KERI M	13
Property is vacant and owner is trying to sell.														
255	21-002305	1209 North Division Ave	\$ 600.00	3/24/2022	3/31/2022	\$ 100.00	\$ 300.00	7/7/2022	\$ 400.00			912108206008	KAZEMI, ABBAS A	0
Violations corrected, owner making payments per agreement.														
256	22-000942	1209 North Division Avenue	\$ 300.00	5/11/2022	5/18/2022	\$ -	\$ -		\$ 300.00			912108206008	KAZEMI, ABBAS A	0
Violations corrected, owner making payments per agreement.														
259	16-001980	302 South Cedar Street	\$ 450.00	6/10/2022	6/20/2022	\$ -	\$ 450.00	6/21/2022	\$ -			922117142001	KATSAROS & ASSOCIATES	1
Lift has been ordered, extension granted for 60 days.														
260	21-000095	701 East Washington Street	\$ 500.00	11/02/2021	11/09/2021	\$ -	\$ -		\$ 500.00			922116301001	NIEHANS, KERI M	13
Property is vacant and owner is trying to sell.														
261	22-001679	1004 South Smith Road	\$ 300.00	7/12/2022	7/19/2022	\$ -	\$ -		\$ 300.00			912115326012	RAINBOW IL, LLC	17
Property Maintenance not completing repairs, and tenant now refusing access to unit.														
TOTALS			\$ 5,800.00			\$ 350.00	\$ 750.00		\$ 5,400.00					