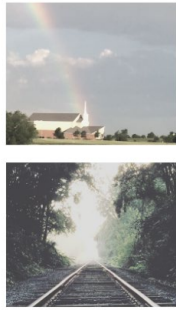


CITY OF WASHINGTON COUNCIL REPORT

March 15, 2024



CITY ADMINISTRATION – Jim Snider

- **WCBU article of the Governor’s proposal to eliminate the State’s 1% Grocery Sales Tax**

Below you will find the link to an informative article on the areas impact of the Governor’s proposal to eliminate the State’s 1% Grocery Sales Tax:

<https://www.wcbu.org/local-news/2024-03-13/peoria-pekin-city-leaders-face-difficult-decisions-if-illinois-ends-its-grocery-tax>

- **IML reminder of annual Statement of Economic Interests Form**

As a reminder for all elected and appointed officials required to file a Statement of Economic Interests, [Public Act 102-0664](#) amended provisions of the Illinois Governmental Ethics Act and expanded the disclosure of financial interests required to be included in the Statement of Economic Interests form that must be filed annually with the county clerk.

The form was revised for 2022 filings and is the same in 2024. The previous changes included new sections that have proven confusing, frustrating, or invasive – or all of those combined – for individuals that are required to file. The Illinois Municipal League (IML) objected to many of the revisions and has requested modifications to be made by the General Assembly, but no action has been taken to meet our requests.

IML developed a fact sheet to assist municipal officials with the completion of the form, which is [linked directly here](#) and is also available with all IML fact sheets on our website (<https://iml.org/factsheets>). If you have specific questions about what information should be included on your form, you may wish to contact your personal attorney or accountant for legal or financial advice; IML cannot provide any guidance or direction on the completion of individual forms.

- **Survey of area communities practice of providing water for community pools**

Below is a report of area municipalities practice of providing water for community pools:

Roanoke – pay regular rate
Tremont – pay regular rate
Chillicothe – pay regular rate
Morton – pay regular rate
Canton – pay regular rate
Havana – pay regular rate
Metamora – fills community pool with water for free

- **Personnel Costs by Department:**

As requested last week at COW, outlined below are our personnel costs by department:

Legislative/ Administration - 57%
City Hall - 15%
Streets - 40%

Police	- 85%
Tourism/Econ. Dev.	- 10%
Planning & Zoning	- 36%
Cemetery	- 55%
Water Fund	- 23%
<u>Sewer Fund</u>	<u>- 23%</u>
Total General Fund	- 42%

ENGINEERING – Dennis Carr/Ross Fuller

- We have sent Strand the invert and rim elevations for the sanitary manholes that are in the field northeast of the Treatment Plant 1 site. They feel they will be about 85% done on May 1.
- Gensini Excavating has started storm sewer installation for the Noffsinger realignment on the north side of Route 24. We have been in contact with AT&T regarding a telephone trunk line that is currently 6” below the new storm sewer. We were told by the AT&T representative that they plan to lower the phone line because they had concerns with the depth of the line under the new road.
- Met with Lonewolf Concrete to show them the curb and sidewalk replacement that needs to be done after the tree removal is completed on High St. I expect to see new curb and sidewalk poured by the end of next week.
- Work will resume on the Freedom Pkwy extension next week. We met on site with Millennia and UCM to discuss the plan moving forward. There will be traffic control set up on Cummings on Tuesday that will remain in place until the work throughout the new intersection is complete. Message boards have been placed at both the north and south end of Cummings for advanced warning.
- Prairie View Landscaping plans to be on-site next week to plant trees for the Hilldale reconstruction project that was completed last year. We have a few sod issues that need to be addressed as well. Upon completion and approval, the job will be closed out.
- TWM is continuing to ready the Catherine plans for bidding. We are targeting April 8th for a bid opening, but that timeline will be tight.
- We have submitted our MFT project for 2024 to IDOT. We have a tentative bid opening in late April to award the first meeting in May.
- The resident engineer, Gensini, and IDOT have been discussing the potential to add soil modification to the Noffsinger project. While the project was designed to IDOT’s guidelines, there is a little uncertainty of whether the aggregate subbase will be able to handle loaded concrete trucks in order to pour the concrete roadway. The roadway and subbase will definitely provide enough support, but the uncertainty lies in the construction itself. There will likely be a change in plans authorization coming before council. It likely won’t increase the contract because we have been able to avoid two other costly items through the winter.
- Met with Granitenet representatives (Sanitary sewer televising) to discuss some software they have that would tie our sewer camera videos directly into our GIS platform.
- Flew the drone over the Noffsinger project and updated the web map for this project.
- Discussed the rate study with CMT. There would be insignificant cost savings by doing both the water and sewer rate study together. The only savings would be corresponding to kick off meetings. The true benefit to doing both at one time would be a single rate increase for both accounts at one time instead of a rate increase for each account at different times. It should be noted that if things were to progress for either the Lagoon or the trunkline, the rate studies could potentially be done in a similar time frame or any water rate increase could be delayed for a short period of time until the sewer rate study were to be completed. That is if a potential rate increase were to be approved for each utility.

FINANCE – Joanie Baxter

- Budget preparation – FY2025:
 - Analysis for and preparation of Group 4 funds for Enterprise Funds including Water, Sewer and related funds
 - Analysis for and preparation of Group 5 funds for Internal Service Funds including MERF, Capital Replacement and Building
 - Preparation of budget summaries for Group 4 and 5
 - Review of funds with department heads and City Administrator
- Jill processed and I reviewed payroll for March 15, 2024

- Utility Billing (March 2 – March 15, 2024)
 - A total of 5,500 bills were processed for March billing, including 600 emailed bills – over 10% and our Customer Service ladies are making a real push to increase that number!
 - A total of 481 penalties were assessed for delinquent February bills
 - A total of 44 disconnects for February billing were processed with 25 owing a balance, 14 with credit balances and five with zero balances
 - A total of nine accounts were cut off for January and 15 door knockers were distributed and 10 payment arrangements made
 - New accounts and account closings processed:
 - 18 ins
 - 21 outs
 - Leak detection through RNI and Sensus Analytics software – 41 leaks were caught and residents/businesses notified
 - There were 16 new residents in February

HUMAN RESOURCES – Maureen Chambers

- Big recruiting week. Getting packets, forms, information set for new hires that may join our team in April/May. We currently have an accepted offer for our Wastewater Laborer position. His tentative start date is 4/1/2024. We have two Grounds Maintenance employees returning in April and have a job posting advertising the position. We would like one more. Posted Distribution & Collections Laborer position this week. Resumes are in the hands of the hiring managers. Hopefully, we can interview for that role beginning next week!
- Working on a few workers' compensation items, as well as Verizon/tech stuff, so that everything is squared away prior to my leave.
- Finalizing newsletters for April, and May.
- Distributed Gym Membership Reimbursement Form to be distributed in March for April reimbursement.
- Processed handful of termination/retirement/personnel/benefit items.
- Last day in-office will be Thursday, March 28.

PLANNING & DEVELOPMENT – Jon Oliphant/Joe Boyer

- The March PZC meeting has been moved to the next regularly scheduled date on April 3 due to a lack of quorum. It will have one case: A request by the Washington PD to rezone the fire station parcels at 200 N. Wilmor from R-1 to C-1 to comply with the permitted uses allowed for the property upon the eventual evidence building construction.
- The first reading ordinance for the rezoning of two parcels near the intersection of Centennial Drive and Spring Creek Road will be scheduled for the April 1 Council meeting. Staff will soon begin work on the submittal of an application to the IL Department of Commerce and Economic Opportunity to extend the Enterprise Zone to these parcels. This figures to go a little smoother after having done the same application last year for the extension of the EZ to service the Miller Custom Welding parcels at N. Wilmor and W. Jefferson.
- An intergovernmental agreement would typically be brought to the Council to approve the use of the Tazewell County building staff to assist with plan reviews and inspections. However, a change in their staffing will cause a delay in that consideration. City staff is confident it can pick up the slack in the meantime.
- The initial delivery for steel to the brewpub site is tentatively scheduled for late next week. Periodically, the eastbound lane of BR 24 will be blocked in front of the job site to allow for the materials to be dropped off and the contractor will work with PD for traffic control.
- Progress continues towards the completion of the new building for Miller Custom Welding. Staff anticipates that it will be finished within about a month.
- Staff continues to work with the owner of Cherry Tree Shopping Center to soon begin implementing a plan to address the safety issues with the stairs leading to the upstairs units.
- Staff anticipates possible construction soon on an undeveloped parcel on the north side of Constitution to accommodate a new business.
- The Park District has indicated that this year's Take Pride in Washington Day won't be a single day but will be held from April 18-May 1. Residents will be able to find any day(s) that fit best for their particular schedules and to eliminate the possible chance of weather cancelling the event. The number of people that have gathered at Wenger Shelter on the Saturday morning of the event in late April has dwindled in recent years and more and more people have gone directly to their desired cleanup location. This will also help signify that taking pride in the appearance of the city is more than just a single day cause.

- Staff attended the annual Illinois Association for Floodplain and Stormwater Management conference.
- Jon will be on vacation the week of March 25.

PUBLIC SAFETY – Chief McCoy/Deputy Chief Stevens

- For awareness purposes we note the speeding citation issued with the greatest difference between the posted limit and the cited speed during this reporting period: 85 MPH on Boyd at Nofsinger (55 MPH zone).
- WPD participated in a regional CIERT nighttime exercise including tactical, negotiations, and medical elements. The exercise included a simulated search for an armed person in the woods at night, with direction from a drone (small, remotely piloted aerial vehicle) team.
- Second shift officers arrested an adult unlawfully carrying a loaded handgun and knives, as well as THC pens during a traffic stop.
- Thanks to Officer Foster who stopped an arrestee's suicide attempt (via strangulation) during a jail transport. An arrestee properly secured in a transport belt and handcuffs (and seat belt) attempted to use the seat belt as a ligature. Officer Foster was alerted when the arrestee stopped complaining (ironic but true).

PUBLIC WORKS – Brian Rittenhouse

- Staff has received three street sweeper rental options, on a monthly basis, to get us by until the new sweeper arrives. These options cost around \$13,000 to \$14,500 a month. Staff will discuss the different machines and speak with the insurance carrier to determine what option we go with.
- Staff is still waiting for the go ahead to have the mowers and roller looked at to see what damage the fire caused.
- Staff will be working with Chris Ebert Co. to schedule the repair of Well #11. Once Staff knows what the issue is and cost it will be brought to Council.
- Staff continues to jet and televise sewer mains for routine maintenance.
- Commodity Bid recommendations will be brought to Council next Monday, March 18th, for approval.
- The 2nd Plow truck is at Koenig getting the body installed and we should have it sometime next month. The 3rd plow truck will be delivered sometime this summer.
- Budget preparation for FY 24-25