



CITY OF WASHINGTON COUNCIL REPORT

July 12, 2024

CITY ADMINISTRATION – Jim Snider

- **Police Evidence Building Permitted Grant Use Report**

As was requested during last Monday's deliberation on the proposed evidence building, outlined below is the permitted use for each of the three grants planned to offset the costs of the new building:

\$583,000 – Department of Justice grant is specifically for construction only. This grant would be forfeited if not spent for construction of a new evidence building.

\$295,000 – two DCEO grants (125,000 and \$170,000) – DECO grants will only allow \$25,000 of the combined total of two grants the first year to be utilized for possible leasing purposes.

ENGINEERING – Dennis Carr/Ross Fuller

- Met with the resident at 601 E. Adams to discuss the NE Square Drainage project that is being finalized. The plans show both a new storm sewer and a relief sanitary sewer being installed on his property. The conversation was extremely helpful and he shared that we are having sanitary sewer overflows in front of his property during rain events similar to what is happening at the west end of Adams, which is what warranted our look into a relief sewer. I shared with him that I would share the next rendition of the plans once we review some of the items he discussed.
- Working through a plan adjustment to the Felkers plans with the contractor. Shifting the pipe from between the Warren/Beale residences to the north side of the Warren property may save the city over \$50,000. The resident to the north is not in favor of the change, but we are working through things as there is an easement there. We are waiting on surveyors to stake the property and easement to make our final decision on if the changes can be constructed.
- The Nofsinger realignment project continues to progress. New curb has been slipped from Cruger up to RT 24. Gensini plans to begin the curb installation north of 24 on Monday. New asphalt has been placed on RT 24 for the inside lanes and turn lanes. Traffic will be shifted on Wednesday of next week so that crews can begin work on the outside lands and shoulders. We have been in contact with IDOT and Road Safe to inform them of the traffic shift. All signage will be adjusted accordingly.
- The Freedom Pkwy extension is coming together as expected. New streetlights have been installed throughout the project. UCM has been working to get ADA ramps poured for the new rec trail. We anticipate to see Oberlander back on site next week to complete the installation of the traffic signals on Cummings. Traffic control on Cummings will be removed once the signals have been installed and operational.
- The Eagle St. sidewalk project is underway. All removals have been completed from Peoria St. to W. Jefferson. We contacted the postmaster to inform her of the temporary mailboxes that have been placed until the project is completed. Sidewalk has begun to be poured near the intersection of Business 24.
- Spray patching for this year's MFT project began this week. All work was completed throughout the section north of the bypass. Ace-In-The-Hole will be back on Monday to continue patching roads throughout the North St. portion of the project.
- American Asphalt reached out to inform us that they will be in town the middle of next week to begin hot-in-place recycling north of the bypass. With this process, the road is heated, tilled up, and leveled to the correct slope of the existing road. They then roll the recycled pavement into place. This process helps to remove any cracks and abrasions that were on the existing pavement. All residents will be notified by door hangers and no parking signs will be placed.

FINANCE – Joanie Baxter

- Preparation for FY23-24 Audit:
 - Analysis, workpapers and journal entries as needed for Prepaid Expenses, Long-Term Debt and Police Pension Fund.
 - Review and analysis of software subscriptions to determine which ones are subject to GASB 96. Participated in implementation meeting for DebtBook in regard to subscriptions.
- Review of Office 365 licenses in preparation for renewal.
- Follow up on grant questions.
- Update of MERF schedule for Enterprise leases.
- Jill processed and I reviewed payroll for July 5, 2024.
- Utility Billing (June 29 – July 12, 2024)
 - A total of 5,505 bills were processed for July, including 738 emailed bills (13.4%)
 - A total of 517 penalties were assessed for delinquent June bills
 - A total of 42 disconnects were processed for July, including 17 owing a balance and 25 with credit balances
 - New accounts and account closings processed:
 - 23 ins
 - 21 outs
 - Leak detection through RNI and Sensus Analytics software – 41 leaks were caught and residents/businesses notified
 - There were 21 new residents in June

HUMAN RESOURCES – Maureen Chambers

- Back from Maternity Leave!
- Recruitment: Recruiting for new D&C Laborer; meeting with new seasonal employee; reviewing new hires that started in May/June and organizing paperwork.
- Really working to get the staff newsletter out today!
- Working on 3rd Annual COW Classic golf outing.
- IPBC ‘hired’ new EAP vendor, ComPsych. ALL employees are provided this benefit. In process of distributing information to and educating employees.
- IPBC offering Identify Theft benefit at no charge to all employees. In process of distributing information to and educating employees.
- Informed employees of unsubstantiated Consociate transactions for 2023 FSA. For employee’s benefit, extended deadline to July 31.
- Submitted IPBC Wellness Program Reimbursement documents for 2023/2024.
- Reviewing Workers Compensation claims. Rethinking work comp education for supervisors and employees.
- Starting to plan for Health Fair – September 19 at Five Points.
- Processed handful of termination/retirement/personnel/benefit items.

PLANNING & DEVELOPMENT – Jon Oliphant/Joe Boyer

- Roofing materials have arrived at the brewpub site. This should allow for the building to soon be weather-tight soon and the fencing adjacent to the sidewalk to be removed. Waterproofing is currently being applied to the sheathing. Masonry will begin to be installed soon. The 120 building continues to be on hold while the architect explores options for resolving an issue with the roof trusses.
- Demolition has been completed on the northwest corner of the 501-505 Walnut building. An architect continues preparation of a building plan to rehab the remainder of the structure. Assuming the project continues to move forward, this will save considerable public expense if the City had been involved with the demolition.
- Work is nearly complete on the submittal of the Rebuild Downtowns & Main Streets application to complete engineering and construction of the first phase of a streetscape project on the north side of the Square. It is anticipated that the IL Dept. of Commerce and Economic Opportunity will make an announcement on awards this fall.
- The second reading ordinance for the Countryside commercial grant program agreement will be on the Council agenda for July 15. First reading ordinances for six other agreements will be on the agenda for the same meeting. Please note that there is a request to waive the second reading for the Nena Ace Hardware project in order to allow construction to proceed sooner and to hopefully have it be completed prior to their grand opening on August 23-25.
- Three inoperable vehicles have been towed per order of the Code Hearing Officer. Perhaps more importantly, ten others have been removed voluntarily prior to receiving orders for their removal. Staff is pleased with the hearing

process thus far in handling some cases that historically have been challenging to abate. The recent adoption of the 2021 International Property Maintenance Code has assisted with the handling of several dilapidated structures.

- Staff plans to go live with a Business Directory early next week on the GIS Hub site that is linked through the City's homepage. It will provide a summary and contact info for the brick-and-mortar businesses located in the city limits.
- Jon will be on vacation starting late next week.

PUBLIC SAFETY – Chief McCoy/Deputy Chief Stevens

- We have scheduled scenario-based training related to school and other mass violence events. This includes facility familiarization.
- WPD, specifically Detective Hinken, through HSI, worked a child exploitation case resulting in a recent conviction. See the Department of Justice press release at <https://washingtonpolice.link/nimrick>.
- All outdoor warning sirens functioned properly in this month's testing. We've identified some nearby trees that require trimming and passed that along to Public Works.
- WPD's remotely piloted aircraft supported Woodford County Sheriff's Office in a nighttime search for a subject who struck WCSO squad cars, then fled on foot after the crash. Our pilot coordinated with a Woodford pilot, a canine unit, and other officers to direct the search.
- Continuing to work with Dewberry regarding evidence storage.

PUBLIC WORKS – Brian Rittenhouse

- Staff is performing maintenance on manholes and catch basin inlets ahead of the MFT road maintenance.
- Parking lot parking spaces were painted and now staff will shift over to yearly street painting which includes painting stop bars and turn arrows around town. This usually takes a month. Staff will also work with Tazewell County and get them scheduled to paint on the larger sections of roads.
- Staff is looking to start replacing lead service line towards the end of July and into August.