



# CITY OF WASHINGTON COUNCIL REPORT

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*October 4, 2024*

## **ENGINEERING – Dennis Carr/Ross Fuller**

- Pearl Technologies has been coordinating with Five Points to begin the camera and wiring install for our future council meetings hardware.
- Hanson has been continuing their right of way acquisition negotiating for the Safe Routes to Schools Project on North and Grant Streets. We have received check requests for a few of the easements, but they are still working through negotiations with the remainder. We are currently targeting the March 2025 letting for that project.
- Ross and I had a walkthrough for Stephanie and Debates as part of the Trails Edge 9&10 project. The City will take ownership and maintenance responsibilities for those two roads moving forward.
- UCM made a point to swing through the MFT Project roads over the weekend to power wash any oil that was rolled up onto driveways.
- We intend to fly the Freedom Parkway project one last time fly with our drone to give a final map update for the story map on the GIS HubSite.
- The Freedom Pkwy extension has been striped and will be open to traffic soon. We are waiting for Ameren to activate the traffic signals. Once activated, they will be programmed to flash yellow for north and south bound traffic on Cummings and red for east and westbound traffic on Freedom. Message boards will be placed on Cummings to alert drivers of the new signals.
- The Nofsinger realignment project is nearing completion as well. The HMA shared use path has been installed. UCM is still on-site working to get the new intersection at Nofsinger/RT 24 paved. Traffic on 24 will be shifted to the outside lanes beginning Monday, October 7 so that work can be completed on the inside lanes. Gensini completed all concrete work for the new road last week. However, after hours on Friday, someone entered the construction site from 24 and drove through concrete that had not completely set up. Nearly 200' of new concrete pavement will be torn out and replaced next week.
- Stark has had all hands-on deck working to complete the first block of Catherine so that bricks can be installed before temps drop. We anticipate that most of the concrete work from Main to Elm will be completed by next week. All water services have been transferred to the new main. A boil order is in effect for surrounding residents so that the old main can be cut and capped. This should be lifted by Monday, October 7.
- The Felker's storm sewer priority project is moving right along. All the new storm inlets have been installed as well as the new main. Knapp's concrete crew will be on-site next week to begin pouring driveways.
- Prep work has started for Storm Water Priority Project #5. We have met with Stark and Millennia to discuss the best way to approach to this job and a number of ways to save money. All utilities have been JULIEed, we plan to do a walk through to discuss what needs to be potholed before the project can begin in order to avoid problems later. We are discussing a potential easement through a driveway with a resident that would allow us to run two separate systems instead of the one large system. This could lead to some substantial savings.

## **FINANCE – Joanie Baxter**

- Completed preparation of Police Pension Fund Annual Report for FYE 4/30/2024 and sent to actuary.
- Updated vehicle listings and created spreadsheet for tracking of additions, deletions, and endorsements for insurance purposes.
- Finished analysis of expenses/invoice documentation for Public Works/Evidence Building fire claim and submitted for review. Followed up with new adjuster.
- Provided additional information for auditors as requested including Commitments for note disclosure.
- Finalized submittal of Form 1095 forms.

- Started working on goal of documenting finance processes as part of succession planning.
- Jill processed and I reviewed payroll for September 27, 2024.
- I will be out of the office on vacation the week of October 7 – 11
- Utility Billing (September 14 – October 4, 2024)
  - A total of 5,508 bills were processed for October, including 783 emailed bills
  - A total of 545 penalties were assessed for delinquent accounts from September billing
  - A total of 287 cutoff notices were processed for August billing
  - A total of 13 cutoffs were processed for delinquent August bills and 14 door knockers were distributed and ten payment arrangements made
  - A total of 52 disconnects were processed for September, including 23 owing a balance, 23 with credit balances, and five with a zero balance
  - New accounts and account closings processed:
    - 35 ins
    - 31 outs
  - Leak detection through RNI and Sensus Analytics software – 47 leaks were caught and residents/businesses notified
  - There were 19 new residents in September
  - Customer service staff did an awesome job handling questions about the well situation/concerns about water quality, etc.

### HUMAN RESOURCES – Maureen Chambers

- Health & Wellness Fair was a success! 54 employees participated. Employees have already been informed of lab results.
- Prepared and distributed October Newsletter.
- Created Fall HR Checklist activity that might be rolled out and be another wellness point opportunity.
- Finalized plans for October 17 Lunch and Learn.
- Loss Control meeting with Chris Racey from IPRF.
- Leadership Roundtable with Dean Heffta.
- Meeting with AAIM to discuss Background Check, Applicant Tracking and Onboarding software. We currently work with 2 out of 3 platforms. The ability to electronically sign basic onboarding documents may greatly streamline onboarding processes.
- Accepted offer from PW Distributions and Collections Laborer. All background/physicals are completed. October 10 start date.
- Onboarding sessions with newest full-time PD office, to be sworn in on October 7.
- Working with Brian to schedule PW Safety Lunch for end of 2024 and 2025.
- Next projects: Open Enrollment and Anti-Harassment Training.
- Save the Date: Holiday Luncheon – December 12 at Tres Rojas.
- Processed handful of recruitment/termination/retirement/personnel/benefit items.

### PLANNING & DEVELOPMENT – Jon Oliphant/Joe Boyer

- The October PZC meeting had two items: 1) A variance request from Jason Hawksworth at 14 Chrisendale Lane to allow for a ground-mount solar array to be located on a parcel without a principal structure. Mr. Hawksworth owns an undeveloped parcel to the west of the property that includes his house. He attempted to have the two lots combined, which would have allowed for the construction of the ground-mount array. However, the parcels are in two separate school districts and are not able to be combined by law. The property otherwise meets the zoning code regulations. The PZC unanimously approved the variance; and 2) A request from Robinson Outdoor, LLC, on behalf of Eagle Ridge Development Company, LLC, for a large billboard variance at 1230 Peoria Street: 1) To allow a large billboard adjacent to a road with a maximum permissible speed limit of less than 55 miles per hour; 2) To allow a large billboard to be located less than 20 feet from the property line; and 3) To allow a large billboard to be located within less than 500 feet from the nearest lot line of any residential zoned lot. The zoning code classifies a large billboard as an off-premise sign of larger than 64 square feet. Billboards are only permitted adjacent to a corridor with a speed limit of at least 55 mph, necessitating a variance request. Staff has concerns about its proposed location. The PZC served as an advisory body for that case. After some discussion, the PZC unanimously recommended denial of the request. **Following the recommendation, the petitioner has requested to pull the variance from further consideration and it will not be placed on the Council agenda for a first reading ordinance.** The petitioner and owner may decide to reapply for a variance with a different design and location.

- Construction on the second floor of the brewpub is nearly complete. Walk-in coolers are being installed as is the bar. The roof of the 120 Walnut (former Knights of Columbus) building should be reframed by the end of the week. The outside supports are being removed concurrently with the reframing work. Staff continues ongoing communications to finalize the eventual construction of a fire escape from the rear of the 114 Walnut building.
- Progress continues on the restoration of the 501-505 Walnut building. Masons are tuckpointing the walls and wood framing is being installed. Staff anticipates having a rough-in framing inspection request next week.
- Work has begun on the second phase of the project for The Hub in the 400 block of N. Cummings. The building will look very similar to the original and contain several multi-purpose units.
- A second reading ordinance for the Washington Historical Society's reimbursement request will be placed on the Council's agenda. It has been revised to reflect the actual cost of the work completed.
- Staff assisted with parts of two days of the annual CareerSpark event at the Civic Center. It is a wonderful event that showcases a variety of possible career tracks for thousands of 8<sup>th</sup> graders in the region.
- With the recent start of the Washington Family Restaurant building renovation project, each of the Washington Commercial Building and Property Improvement Grant Program projects except for one have either started or have been completed.
- Staff anticipates receiving the completed survey next week to establish an ingress easement on the Cana Lutheran Church property to provide for public access to S. Elm. A resolution approving this will tentatively be scheduled for the October 21 Council meeting.

### **PUBLIC SAFETY – Chief McCoy/Deputy Chief Stevens**

- Brandon Vermillion's Streets crew provided a solution for mounting a traffic counter in locations where we expect to repeatedly count. We are testing that solution now alongside our equipment.
- With help from Public Works, we are reconfiguring offices to accommodate our added patrol sergeant. We are switching the report writing room with the patrol sergeant office because that room configuration allows for the fifth desk space. This involves physical changes to the spaces and hallways, and IT and phone work.
- Dramane Taylor represented WPD at Career Spark, an annual event at the Peoria Civic Center that exposes thousands of area 8<sup>th</sup> grade students to "hands-on activities to visualize their future and lay the foundation for high school studies, preparing them for a career path."
- Newly promoted Sergeants Dan Foster and Ron Moore were sworn in and are working through new sergeant training with Sergeant Simpson.

### **PUBLIC WORKS – Brian Rittenhouse**

- Water Treatment Plant #2 Well #12 failed Thursday, September 19<sup>th</sup>. Staff has been working on scheduling repairs, taking care of service requests and collecting samples.
- Staff is coordinating the pulling of the last few lead service lines. There will be a lane closure on Peoria Street in front of Lindy's Market. Staff is looking to start that project Monday, October 7<sup>th</sup>. There will also be a street closure on West Jefferson Street, from Main Street to the railroad tracks. The water main is in the middle of the road so for safety both traffic lanes will be shut down. Staff is looking to start Jefferson Street Monday, October 14<sup>th</sup>, because school is out for Columbus Day.
- Staff is assisting Stark with the new water main on Catherine. They are also going to install a new valve on Elm while the shutdown is taking place.
- Brush pick up will take place the week of October 14<sup>th</sup>. Staff will burn brush the following week.
- Staff gave a tour for 20 to 25 kids of the Wastewater Treatment Plant.
- Staff is still working with the insurance company and the restorations company to get a price on the Public Works/Evidence Building.