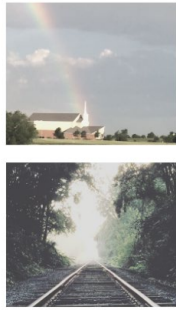


CITY OF WASHINGTON COUNCIL REPORT

November 15, 2024



ENGINEERING – Dennis Carr/Ross Fuller

- The first phase of Catherine St. reconstruction is coming to completion. Stark's concrete crew finished pouring all of the new sidewalk and ADA ramps this week. We decided that it was for the best to replace two storm inlets on Main St. along with 150' of curb that was deteriorating. We have been in contact with UCM, they plan to begin paving on Tuesday November 19, weather permitting.
- The Nofsinger realignment project is nearing completion as well. Laser Electric has continued working to install the new traffic signals. We are still waiting for Ameren to remove an old utility pole and hook up the signals. UCM is scheduled to pave the new cul-de-sacs next week. We have had multiple issues with cars attempting to access the old portion of Nofsinger from Rt. 24. Additional traffic control has been placed to deter this from happening again. The contractor is doubtful that Ameren will have everything ready
- Tazewell County Asphalt has completed the HMA patching throughout sections of roads that were removed for the installation of new storm mains for the Felker's Stormwater Priority Project. All landscaping work has been completed as well. This project was a success and will greatly enhance the drainage throughout the neighborhood.
- Central Landscaping has been working to get trees planted throughout the ROW on Freedom Pkwy. This will aesthetically enhance the new section of road and also help with drifting and blowing snow.
- 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 more of the easements, but they are still working through negotiations with the remainder. We are still targeting the March 2025 letting for that project.

FINANCE – Joanie Baxter

- Attended Police Pension Board meeting on November 4, 2024 and discussed the results of the actuarial study for the tax levy recommendation.
- Prepared Annual Treasurer's Report for FYE 4/30/2024 for publication.
- Completed analysis, calculations and memo in preparation for discussion of the 2024 tax levy at the Committee of the Whole.
- Completed grant application for Illinois Public Risk Fund safety grant. We were awarded \$4,613 for calendar year 2024.
- Completed 16 hours of required training for the Department of Justice Evidence grant and received certification following passing of a final exam – hallelujah! We were notified last week that this was a requirement of me as the financial manager and Sherry Guimond as the grant administrator before work can proceed.
- Prepared proposed Budget Schedule for FY25-26.
- Jill prepared and I reviewed payroll for November 8, 2024.
- Utility Billing (November 2 – 15, 2024)
 - A total of 5,514 bills were processed for November, including 792 emailed bills (14.46%)
 - A total of 470 penalties were assessed for delinquent October bills
 - A total of 54 disconnects were processed for October, including 24 owing a balance, 29 with credit balances, and one with a zero balance
 - A total of eight cutoffs were processed for September billing and 20 door knockers were distributed and eight payment arrangements made
 - New accounts and account closings processed:
 - 19 ins
 - 18 outs
 - Leak detection through RNI and Sensus Analytics software – 40 leaks were caught and residents/businesses notified

HUMAN RESOURCES – Maureen Chambers

- Open Enrollment is underway. 85% of online forms have been received. Currently providing enrollment forms and instructions to those requesting changes. Hoping to have everything tied up by the end of November. Changes go into effect on January 1.
- Meeting with Rock Valley Wellness on November 14 to review aggregate data from health fair and health risk assessments. Discuss 2025 partnership and programming.
- Distributed November newsletter. Still looking into an online version to utilize clickable links.

- Anti-Harassment Training – for all employees – will commence after Thanksgiving. Using a *free* training from the Training Track LMS that is provided from IPRF. It's a really great tool with updated safety videos, online training programs, etc.
- Working with folks from Concentric Integration on obtaining lines for Water Treatment plants. Reconciling Verizon account this month and returning old phones.
- Planning December 12 Holiday Luncheon and Employee Appreciation gifts.
- Working on developing an Employee Status Change Form to be used to alert HR/Payroll of changes to employee status that employee and Supervisor can sign off on. Not sure if it will work or not or if I like it, but working on it.
- One more 2024 Public Safety Lunch scheduled. Working on 2025 calendar with four safety lunches to provide training on OSHA Top 5, along with a few other key topics.
- 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

- After rescheduling the November PZC meeting due to a lack of quorum, four cases were considered: 1) A request from Steve and Allissa Vander Naalt at 926 Dallas to rezone their property from R-1 to AG-1. The property owners would like to house chickens and goats on their property, which is about 2.84 acres and meets the lot size and setback requirements in the AG-1 district. The PZC recommended by a 3-2 vote to approve the rezoning with several conditions, including a cap on the number of chickens and domesticated goats. Chickens are currently prohibited on residential properties, which was part of the basis for the rezoning request; 2) A zoning code text amendment to create short-term rental regulations as has previously been discussed with the Council. The PZC unanimously recommended approval of the amendment; 3) A code amendment to add AG-1 to the zoning districts that would be allowed to have ground-mount solar provided the various underlying lot size and setback regulations are met. The PZC unanimously recommended approval of the amendment; and 4) A code amendment to update the process for sign variance requests to more clearly identify that the Council is the authoritative jurisdiction for such matters. The PZC unanimously recommended approval of the amendment. Each of these will be scheduled for first reading ordinances for Monday's Council agenda.
- The brewpub contractors are working on the baseboard, finishing drywall, and finalizing the electric and plumbing. The exterior siding on the rear of the building will be installed soon. Most of the glass has been installed and as a result, the building is now secure to allow for the removal of the chain link fencing. The contractor is anticipating the arrival of the electrical switch box any day.
- The 501 Walnut Street building continues to take shape. The masons are tuckpointing the brick walls.
- The multi-unit contractor's building at 1860 W. Cruger is nearly complete and staff anticipates the issuance of a certificate of occupancy within the next week or so.
- The annual TIF Report has been completed and will soon be uploaded to the IL Comptroller.
- Staff anticipates the issuances of a building permit soon for a seven-unit contractor's building at the northeast corner of Muller and Valley Forge that is tentatively named "The Garages."

PUBLIC SAFETY – Chief McCoy/Deputy Chief Stevens

- In response to resident concerns, PD gathered two weeks of traffic data on the 400 block of Gillman and is timing enforcement presence to maximize contact with the limited number of problem speeders using the road.
- Officer Eckhoff completed field training in a timely fashion (he is an experienced officer) and is now on solo patrol. We expect our new officers still in field training to be finishing the program in January.
- We interviewed several officers interested in being canine handlers. With Sergeant Moore's promotion, we have an opening for a handler. Based on Loki's individual temperament, we expect to obtain a new dog for a new handler, with a timeline to be determined. Sgt. Moore continues to handle Loki. Loki just completed his annual certification.
- Becky Harper, our senior police administrative support specialist, will retire in January after 34 years of service to the City of Washington. She is working to transfer her duties to other employees. We will promote part-time PASS Mara McCarthy to the full-time position.
- Officers are in recertification training for "*The Wrap*," a restraint device designed for humane, safe restraint for persons in a state of extreme agitation and delirium. WPD successfully used the restraint several times since 2021 and it continually proves its value. *The Wrap* provides for restraint with minimal injury and allows patient access for medical intervention.

PUBLIC WORKS – Brian Rittenhouse

- Staff continues to work on stabilizing the creek bank that borders the wastewater treatment plant.
- Staff continues to work on the Public Works/Evidence Building restoration coordinating with BluSky Restoration and the city's insurance agent. Once we have more information, we will update Council.
- Staff continues to go through snow routes trimming trees. This is a yearly task where staff identifies low hanging limbs that may hit plow trucks when snow or ice builds up on them.
- Staff is also preparing plow trucks and equipment for winter operation. We currently estimate that we have 2,000 tons of salt on hand, which is a full salt shed.
- Staff completed another lead service line replacement on Market. Currently we do not have any other lines identified. Staff will make sure the service line material inventory is up to date.

- In January we are required to submit a revised Lead and Copper Sample Site Plan for the distribution system. Knowing the site plan was going to include lead service lines, staff chose to be proactive and remove the few service lines that were already identified as lead.
- The new street sweeper is scheduled to be delivered Monday, November 18th. Training for some staff will take place then.