



# CITY OF WASHINGTON Council Report

February 28, 2025

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## **ENGINEERING – Dennis Carr, Ross Fuller & Mike Genard**

- Beginning to prepare for the Phase II reconstruction of Catherine St. All existing utilities have been located and recorded with the GPS in hopes of preventing issues when construction begins. We will be reaching out to residents to discuss tree removal within the ROW that is necessary for the installation of new utilities. The bid opening for the project is scheduled for April 30.
- Working with GIS to update our ADA transition plan. This will now show ADA ramps that have been installed on new roads and the existing ramps that have been replaced and updated to current ADA standards.
- Met with the Street Department Supervisor and Foreman to discuss potential issues that need to be addressed before this year's MFT project. We have come across a few storm inlets that will be repaired in order to avoid future issues with the roads. Additional investigation is being done for a sink hole that was discovered on Chestnut as well.
- Strand has been in communication with Michels Pipeline to work out a schedule for their site visit to the Trunkline Alignment Area.
- Working with Raftelis on the finality of the water rate study. They are looking like they will have this wrapped up to present/discuss at the second Council meeting in March.
- We are continuing with the land acquisition for the Grant and North Street sidewalks. We have had to design around a few residents who have been difficult to negotiate with. We need to have our right of way approved through IDOT by March 6 to make the April letting or we shift back to the next state letting.

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## **FINANCE – Joanie Baxter**

- Budget preparation FY2026 – General Fund and related Special and Capital Project funds
  - Analysis and budget development of all personnel costs across funds.
  - Development of L/A budget and General Fund revenue projections. Input into ClearGov.
  - Jill prepared and I reviewed City Hall budget and input into ClearGov.
  - Input of all personnel costs projected and proposed in ClearGov.
  - Review of operating budget requests from Department Heads.
  - Input of revenue and reconciling of all funds.
  - Export of all funds from ClearGov to fund spreadsheets.
  - Preparation of summaries for Council review
- Payroll processing for February 28<sup>th</sup> payroll.
- Utility Billing (February 15 - 28, 2025)
  - A total of 283 cutoff notices were processed for January billing for accounts still outstanding
  - A total of two delinquent notices were sent for February disconnects
  - New accounts and account closings processed:

- 19 ins
  - 16 outs
  - Leak detection through RNI and Sensus Analytics software – 41 leaks were caught and residents/businesses notified
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### **HUMAN RESOURCES – *Maureen Chambers***

- In the middle of our annual step challenge wellness event: The BiSTEPtennial. Employees track their steps, earn a wellness point and get in the running for fun, Washington-esque prizes.
  - Onboard NEW HIRE for Police Department. Working on NEW HIRE paperwork for Laborer beginning in Public Works on March 4.
  - Leadership Roundtable discussion with Dean Heffta. Hosted Quarter 1 HR Update.
  - Updating Injury and Accident Guidelines.
  - Two new recruitment platforms through AAIM Employers' Association are active: AAIMTrack and OnboardEXP.
  - Processed handful of recruitment/termination/retirement/personnel/benefit items.
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### **PLANNING & DEVELOPMENT – *Jon Oliphant & Joe Boyer***

- The March PZC meeting is cancelled due to lack of agenda items.
  - The fire alarm inspections has been completed at Tangled Roots at 140 Washington Square. The water meter inspection is scheduled for Friday as of this writing. Following that, the last inspection involving the City will be for the hood fire suppression system, likely next week. The elevator is to be inspected by the state fire marshal. Any remaining inspections after that point will be completed by the Tazewell County Health Department.
  - This month's Technical Working Group meeting was highlighted by presentations by staff from Illinois Main Street, the IT Workforce Accelerator, and ICC's Employ Central Illinois.
  - A building permit should be issued by the end of the week for the construction of The Garages at the intersection of Muller and Valley Forge. Seven units are anticipated in the building.
  - A building permit has been issued for the construction of a new office building at 1421-1429 Washington Road (behind Hillcrest Plaza). Four units are anticipated in the building.
  - Various staff participated in a demonstration on a low-cost location analytics software product called Placer.ai that will be purchased soon to help different departments better understand the impacts of business and site location impacts, infrastructure development, emergency responses, and traffic management, among many potential uses.
  - Staff continues to work with the known operators of STR units on completing inspections and obtaining required paperwork. The first non-owner occupied residential special use requests are tentatively anticipated at the April PZC meeting prior to scheduling first reading ordinances at the next following Council meeting.
  - Jon will be out of town at the annual Illinois Association of Floodplain and Stormwater Management conference on March 11-12.
  - Staff has issued 11 new residential construction permits to date and has received interest in development on several other lots. There has been more construction activity and interest this early in the year than has happened in several years.
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### **PUBLIC SAFETY – *Chief McCoy & Deputy Chief Stevens***

- Welcome to new WPD Officer Trevor Wise, a lateral hire from North Pekin Police. Trevor will complete WPD field training and started February 24. This hire places WPD at full staffing for full-time officers.

- The FY 25-26 fee increase for TC3 dispatching services is substantial, as previously reported and as appears in the budget request. In summary, TC3 reports that it has been undercharging for services, a practice that has depleted its operational reserve. TC3 reports this year's substantial increase is intended to right the ship financially.
  - WPD and WCHS will meet for annual review of safety and security procedures.
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#### **PUBLIC WORKS – *Brian Rittenhouse***

- Staff held the Commodity Bid Opening. Bids will be reviewed and brought to the Committee of the Whole Meeting in March.
  - Departments are taking advantage of the warm weather, completing service requests, road maintenance, and televising sanitary and storm sewer mains.
  - Staff is still working with Hoerr and the insurance company to get a cost for repairs on the Public Works/Evidence Building.
  - Staff is working on the Fiscal Year 2025-2026 budget. This includes reviewing the current Fiscal Year and where projects stand and looking at future projects and where they fit in over the next few years.
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