



CITY OF WASHINGTON Council Report

March 14, 2025

ENGINEERING – Dennis Carr, Ross Fuller & Mike Genard

- We have completed multiple drone flights in preparation for upcoming projects.
- Met with the contractors that are building The Garage to coordinate new sanitary and water connections. Per code, Public Works will be installing a new water connection from the main on Mt. Vernon to the ROW where the contractor will make the new connection.
- Performed a walk-through within the construction limits of the Tangled Roots. A punch list of items to address/repair will be provided to the contractor.
- Met with Oak Grove Excavating and did a number of sanitary and water inspections for new homes that are going to be built on Rustic Oak. Locations of the new sanitary laterals and water service lines have been recorded on our maps.
- Michel's Pipeline is planning to perform their site visit of the Trunkline Project on March 25th. The timeframe for the visit is still fluctuating.
- Working with Raftelis on the finality of the water rate study. They are close to having it ready for a presentation to council.
- We were able to secure all ROW and easements for the Grant and North Street sidewalks. We did have to design around a few properties but the project is ready to move forward. We are waiting to hear from IDOT on whether it can stay on the April letting or if it got pushed to June.
- Have begun assembling documents with the intent to assemble a New Officials Handbook/New Council Orientation Presentation for the newly elected officials.
- The next phase of Catherine is scheduled to have its bid opening on April 30th.
- The 2025 MFT Project is scheduled to have its bid opening on May 1.
- Stark is hoping to have a nice stretch of weather to allow the dirt to dry out to allow them to finish the berm project.
- Stark will begin potholing utilities for the Cedar Street Drainage project in the next few weeks.
- Staff is preparing a letter to send to the 5 residents between Elgin and the Washington recreational Trail along the west side of Grandyle discussing the potential addition of sidewalk to go along with the drainage priority project that is planned for the summer.

FINANCE – Joanie Baxter

- Budget preparation FY2026 – Enterprise Funds – Water and Sewer Funds; Internal Service Funds – MERF, Capital Replacement, Building Funds
 - Analysis of all fleet transactions, leasing, purchases, sales, and insurance proceeds
 - Preparation of funding schedule for MERF
 - Updating of Capital Replacement and Building Fund schedule
 - Review and discussion of operating budget requests from Department Heads.
 - Input of revenue and reconciling of all fund
 - Export of all funds from ClearGov to fund spreadsheets

- Preparation of summaries for Council review
 - Payroll processing for March 14, 2025 payroll.
 - Meetings with Raftelis and CMT regarding Water Fund rate study and preparation of reports.
 - Utility Billing (February 29 – March 15, 2025)
 - A total of 5,521 bills were processed for March, including 856 emailed bills (15.5%)
 - A total of 509 penalties were assessed for delinquent February bills
 - A total of 29 disconnects were processed for March, including 11 owing a balance, 13 with credit balances, and five with a zero balance
 - A total of 17 cutoffs were processed for January billing and 22 door knockers were distributed and four payment arrangements made
 - A total of three February disconnects were sent to Collections
 - New accounts and account closings processed:
 - 18 ins
 - 15 outs
 - Leak detection through RNI and Sensus Analytics software – 34 leaks were caught and residents/businesses notified
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HUMAN RESOURCES – Maureen Chambers

- Completed our first Lunch & Learn of the year, the first of a two-part series on the “Every Day Leader” hosted by Dean Heffta of Clarus Results. Had phenomenal attendance.
 - Completed onboarding for two new hires (Police, Public Works). Successfully implemented our new Onboarding software, OnboardEXP from AAIM.
 - Working on seasonal grounds recruitment, hiring, and onboarding.
 - Met with OSF Occupational Health to simply and streamline our medical/safety procedures for new hires and for workplace injuries. Excited to form a relationship with OSF Occ Health teams in both downtown Peoria and El Paso. Revising the Employee Injury Guidelines.
 - Updating job descriptions.
 - Assisting in the planning of our first Safety Lunch for Public Works on March 20.
 - Processed handful of recruitment/termination/retirement/personnel/benefit items.
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PLANNING & DEVELOPMENT – Jon Oliphant & Joe Boyer

- The Certificate of Occupancy has been issued for Tangled Roots at 140 Washington Square. The general contractor has turned the building to the restaurant operator. Staff hiring is ongoing and a soft opening is planned soon.
- A building permit was issued for the construction of The Garages at the intersection of Muller and Valley Forge. Seven units will be part of the building. A footing inspection has been approved.
- We received a Washington Tourism Grant application for the 2025 LedgeStone Open, which will be held from August 14-17. We have reviewed the info and approved a \$2,500 funding request. This will be the 15th annual LedgeStone event. It takes place on 15 area disc golf courses and it will once again be the largest tournament in the world. This year’s event will host 2,500 competitors from more than 11 countries and nearly every state. There were about 3,100 room nights booked during the week that the competitors were in the area for last year’s event and it has a significant regional economic impact. Through early March, the event organizers have indicated that they are 4% ahead of last year’s record pace for competitors. The event generates more than \$1 million in revenue, not including the revenue from dining, overnight stays, shopping, etc. New for this year will be a scavenger hunt that allows each participating business a discount for a product or service. If one of the players or spectators purchase that product or service, they receive a token from the business. The tokens will have different values based on the item or service purchased. In addition, each business will receive a “Golden” ticket to give

out to one person who comes to the business that is worth a \$200 gift card to the event membership shop.

- The Northern Tazewell County Enterprise Zone Administrative Board met with the primary discussion item being preliminary interest from the Villages of Creve Coeur and Metamora about potentially adding territory to the EZ. The EZ currently has about 9.89 square miles of territory, a little less than half of the current 20 square mile limit as set by state law for EZ's that contain four or more entities. More discussion will be held to determine what could be included in a boundary expansion application to submit to IL DCEO.
- Presentations will be made at Monday's Committee of the Whole meeting by representatives of the Chamber and the PACVB. The City-Chamber agreement expires on April 30 and the City-PACVB agreement also expires on April 30 with one remaining one-year option. The desire will be to gain consensus on the agreements with both entities to be brought to the Council for approval in the near future. The Chamber has also requested financial assistance for its role in helping with the Bicentennial celebration, which will culminate with events from August 14-23.

PUBLIC SAFETY – *Chief McCoy & Deputy Chief Stevens*

No Report

PUBLIC WORKS – *Brian Rittenhouse*

- Staff is out filling potholes and addressing service requests.
 - The street sweeper is in operation on warmer days.
 - Staff has installed two new manholes to help with ease of maintenance on the sanitary sewer system.
 - Staff continues to jet and televise storm sewers for routine maintenance.
 - Staff is looking into buying street signs to help eliminate trucks turning on Zinzer Pl. Trucks are not allowed to use Zinzer but continue to do so and causing damage in residents' yards.
 - 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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