



# CITY OF WASHINGTON Council Report

April 17, 2025

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

- Hohulin Fence has completed the installation of new wooden fence for two residents on Locust St. This was included in a storm water priority project that was done last year. The residents seem to be happy, and it will be good to get this project closed out. We have requested that the general contractor, Knapp Concrete, return to complete final grading and seeding for areas that were disturbed for the fence installation.
- Road Safe has nearly completed new striping on Nofsinger. This has been a frustrating battle due to a number of circumstances. All the existing paint that had not chipped off was ground off on Wednesday and new paint was placed Thursday. They got stopped just short due to rain. They will complete the striping when the weather allows. Gensini plans to be on-site next week to complete the punch list that was provided to them. Upon completion of the punch list and final inspection the project will be closed out.
- Lonewolf completed the replacement of 185' of curb on W. Jefferson. This was done in a very timely manner. They had the existing curb torn out by 8:30am and the new curb installed and finished by 3:30pm the same day. The City provided trucks to haul the existing curb away to save some cost. The new curb looks great and will enhance the integrity of the road. City crews will be paving this section of road in June.
- Have begun assembling a City Council Handbook/New Council Orientation Presentation for the newly elected officials.
- The next phase of Catherine is scheduled to have its bid opening on April 30<sup>th</sup>.
- The 2025 MFT Project is scheduled to have its bid opening on May 1.
- Stark will begin potholing utilities for the Cedar Street Drainage project in the next few weeks.

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## FINANCE – *Joanie Baxter*

- Budget preparation FY2026
  - Preparation of Position Budgeting Report
  - Updating Tax Levy reports and graphs
  - Preparation of Home Rule Sales Tax for Infrastructure and Stormwater Management Infrastructure reports
  - Preparation of Water and Sewer Infrastructure Fixed Fee reports
  - Printing, scanning and uploading all attachments for Digital Budget Book
  - Preparation of Ordinance and determination of Amendments needed
- Payroll processing for April 11, 2025 payroll.
- Gathered information for FOIA request
- Participated in webinar regarding America Recovery Plan Act (ARPA) funds and preparation of 2024 annual report. The funds were all obligated by December 31, 2024 as required and we are just awaiting notification of closeout. Treasury will be actively seeking refund of funds that were not properly

obligated, so it was reassuring to be able to follow along with the webinar and determine that the City is in compliance with the regulations.

- Drafted Procurement Policy.
- Utility Billing (April 5 – 18, 2025)
  - A total of 285 cutoff notices were sent for March billing
  - A total of nine delinquent notices were sent for April disconnects
  - A total of two accounts were sent to Collections for March disconnects
  - New accounts and account closings processed:
    - 17 ins
    - 17 outs
  - Leak detection through RNI and Sensus Analytics software – 35 leaks were caught and residents/businesses notified

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## **HUMAN RESOURCES – *Maureen Chambers***

- Onboarded four Grounds Maintenance employees. All will be starting/have started this month!
- Planning for upcoming Lunch & Learn.
- Updated Employee Injury Guidelines – Created relationship with OSF Occupational Health for all of our Occ Health needs.
- City of Washington Handbook. Uploading current handbook to private compliance site. It will assist in tracking changes and staying compliant.
- Updating job descriptions.
- Processed handful of recruitment/termination/retirement/personnel/benefit items.

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

- Final construction plan edits are being made for a new fire escape on the rear of the 114 Walnut building and staff anticipates issuing a building permit soon and for work to begin sometime thereafter.
- Staff participated in the annual Student Government Day with WCHS students. As always, there was a lot of good discussion and it is great to see so many youths interested in local government.
- The annual Arbor Day planting took place at LaHood Park.
- As discussed at Monday's Committee of the Whole meeting, the Washington Commercial Building and Property Improvement Grant program is planned to be rolled out in late April with a submittal deadline in late June. Staff is hopeful there will be more interest from the eligible business community in this funding mechanism.
- Initial work has begun on the drafting of a TIF redevelopment agreement for the Denhart Building property on the Square. A first reading ordinance may be ready for one of the May Council meetings.
- Construction season is in full swing and there has been a typical upswing in accessory structure activity in addition to the previously reported increase in new residential construction projects.
- Staff has been active in pursuing tall grass violations now that the weather has improved and grass has been rapidly growing across the city.

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

- Our speed trailer is out – we have one fully functional trailer and use it in warmer months only, because the batteries do not hold up in winter. Last placement was on the 800 block of Lincoln, at Washington Park. Residents can request the trailer for problem areas by describing the problem and location, including the primary direction of travel, and suggesting a specific placement location. We take requests by phone, in person, or even via social media messages.

- Dr John Wipfler, among other things a Clinical Professor of Emergency Medicine Residency for the U of I college of Medicine, reviewed WPD trauma response equipment, and while he made recommendations for potential improvement, he called our daily equipment kit top notch (in fact he photographed our kit to show as an example elsewhere). We implemented this equipment set over 10 years ago and continually work to improve it. Dr Wipfler is the trauma doctor for CIERT and this review is one of the services WPD gets back for supporting the Tactical EMS Unit of CIERT.
  - We interviewed applicants for a part-time PASS position and expect to fill that soon.
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#### **PUBLIC WORKS – *Brian Rittenhouse***

- Staff replaced two catch basins at the end of West Jefferson Street ahead of paving it this summer.
  - Staff assisted with four sewer lateral replacements that were damaged during CIPP lining that caused a sewer back-up.
  - The painting of Water Tower #2 is approaching. A pre-construction meeting will be scheduled to review the project. The project is estimated to take around 30 days, depending on the weather. Once we have a start date I will inform the Council.
  - Staff continues to gather information on the Public Works Storage Building. It will be brought back to Council for discussion later.
  - Staff has started to patch repairs that took place over the winter from water leaks. Staff also will work on any landscaping needed in right-of-way due to maintenance.
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