

**COMMITTEE OF THE WHOLE
MONDAY – AUGUST 14, 2017
LIBRARY MEETING ROOM - 380 N. WILMOR ROAD
WASHINGTON, ILLINOIS**

Mayor Manier called the Committee of the Whole meeting of August 14, 2017 to order at 6:40 p.m. in the Library meeting room at Five Points Washington.

Present: Aldermen Brownfield, Brucks, Adams, Moss, Butler, Dingledine, and Cobb.

Absent: Alderman Gee was absent.

Also present: City Administrator Culotta, Controller Baxter, Public Works Director Andrews, P & D Director Oliphant, Police Chief McCoy, Master Sergeant Stevens, City Clerk Brown, and members of the press.

MINUTES

1. Aldermen wishing to be heard on non-agenda item – None.
2. Citizens wishing to be heard on a non-agenda item – Jacob Retz, Washington Chamber of Commerce Treasurer, provided an update on how things are going in the business community. He shared that the recent WEEK Viewers' Choice Awards was given to 30 Washington businesses, which is great for our community. He shared that they have also begun tracking sales tax as a way of monitoring the business climate as well.
3. Approval of Minutes: Alderman Moss moved and Alderman Brownfield seconded to approve the minutes of the July 10, 2017 regular Committee of the Whole meeting. Motion carried unanimously by voice vote.
4. **BUSINESS ITEMS**
 - A. Washington Chamber of Commerce Agreement – Washington Chamber of Commerce Executive Director Chevie Ruder presented the proposed annual work agreement for the 2017-2018 fiscal year. She went over several wording changes and new additions that reflect the Tiers membership structure within the agreement. She shared that the coop marketing is going well among the businesses utilizing the benefit and that the new Event Listing they are creating and distributing to area businesses is very successful for them in preparing for major events that bring a lot of people to the community. Mayor Manier shared that the listing has become very helpful for our businesses. Alderman Dingledine asked if she could explain the tourism two star or above and what it means and she shared that they have changed their dues structure to a tiered level structure and depending on what services you are interested in receiving from the Chamber it would place you in one of the five star levels. She shared that it has been received well and is something they are proud of achieving as businesses no longer are penalized with higher dues when their business grows and more employees are added. It was the consensus of the Committee to move this forward to Council for consideration.
 - B. Cost Analysis Monthly Utility Billing – City Administrator Culotta provided information on the following talking points for enhancements/improvements: 1) customers have a more manageable bill for one month vs. three month usage; 2) billing account deposits (\$100) are more likely to cover the final bill amount on a one month bill as opposed to a three month bill where it may typically end up in collections and eventually be written off for bills that can't be collected; 3) staff has a more consistent workload compared to billing 8 times per year and customer service calls are also down because the bills are lower and we catch leaks and other issues before a three month timeframe has passed; 4) leak reports are reviewed on a daily basis; 5) estimated revenue loss from leak adjustments and write-offs is estimated to be \$18,500 less for monthly billing than for quarterly billing; and 6) new website offers the alternative of paying by credit card and looking up utility bills online. He went over monthly billing concerns that included higher paper & postage annual cost

(\$16,000) and higher annual labor cost (\$4,800 due to reintroducing the pink shut off notice). Alderman Brownfield asked if the former meter reading role was taken into consideration on cost and Culotta replied that it had not. Culotta shared that there are some steps being investigated to help reduce costs and went over the following: 1) we are in the process of requesting and obtaining email addresses for customers to integrate the process of offering electronic billing; 2) if 30% of customers would opt for electronic billing, the annual savings for paper & postage would be approximately \$7-8K; 3) reviewing a proposal from a company that would print and mail the postcards which may potentially reduce staff labor and costs; and 4) reviewing the time involved in processing bank checks that require a good amount of staff time to process. In July, we had 436 bank checks and if we could get those accounts moved to a direct debit or credit card it would increase efficiency a great deal. Staff would like to look into the possibility of offering incentives that would discourage the use of bank checks. Alderman Brucks noted that with the implementation of monthly billing last October, staff has been working hard on making improvements and would like to see a small committee work with staff as we move forward in looking at cost reductions. A brief discussion ensued on our need for continued improvement of the billing process so we can reduce and perhaps eliminate costs as we move forward.

- C. N. Lawndale Avenue Engineering – Public Works Director Andrews provided the following for discussion: 1) the engineering design along with the start of a portion of the reconstruction was budgeted this FY; 2) this would be one of the first City projects to address full pavement reconstruction as well as the renewal of underground utilities (water & sewer) along with upgrading portions of storm sewer to include sump collection lines that will redirect storm water away from our sanitary sewer; 3) and staff has requested Mohr & Kerr Engineering to prepare a proposal for discussion based on similar projects they have done in the Village or Morton and Dunlap. He shared that the utilities date back to the 1920's, which due to their age, play a role in our peaking factor problems as they relate to our older sections of town. He shared that he did not want to under scope the project at this time and in making provisions for consideration during the paving reconstruction rather than waiting for the IEPA to require it at a later date it could keep us from tearing up a newly reconstructed roadway. Alderman Brucks shared we would be better served to build sump collection systems in other places where problems are being experienced and where homeowners would use the system. Alderman Brownfield shared his support in doing it right the first time and not having to come back and tear things up. Andrews shared a brief history of storm water collection within the City. Following discussion, it was the consensus of the Committee to have the Public Works Committee discuss this further and to look at other priority roadway projects for consideration.
- D. Freedom Parkway Engineering – Public Works Director Andrews provided the following for discussion: 1) preliminary plans for the roadway extension were completed by Austin Engineering in 2012 which helped define the alignment of sanitary sewer and water main installations; 2) these alignments have helped support the competitive submittal process to PPUATS and CEDS for potential federal funding; 3) budgeted this FY is finalization of the plans as well as the review of the supporting intersection design studies (IDS) for a signalized intersection at N. Cummings Lane and Lakeshore Drive; 4) a proposal was obtained from Austin Engineering teamed with Christopher Burke for the traffic signal work and IDS update(s); and 5) consideration of advancing this proposal to a formal contract is a follow-up to discussion at the August 4th Public Works Committee. Alderman Brownfield shared that we have been going back and forth with developers on this extension and asked when the last time was that we met with the land owners. P & D Director Oliphant shared that we reached out a couple of years ago as part of a potential business district formation to see what interest there was and have had a number of follow-ups with the major land owners who all have a desire to have the road punched through. City Administrator Culotta shared that they met with Russ Waldschmidt last week who owns undeveloped property along Freedom Parkway on any interest they are seeing for development and he shared it has been fairly slow going with no current interest. Alderman Brownfield asked if there would be funding opportunities available to us if we had engineering in place and Andrews shared most likely not. He shared the reason to revisit the engineering when we talked about it for this budget cycle is that we do have a number of developers at the table who are willing to make dedication of row, to help with some contribution on their part and some other discussions on potential funding mechanisms, but that would be outside of the scope of the engineering discussion for this evening. Alderman Brucks

asked if 75% of the engineering is already done and Andrews shared that it is. Alderman Brucks shared his concern with Freedom Parkway and Lakeshore Drive being linked together as well as the amount of risk we take on if it sits for 5-10 years before development occurs. Following discussion, it was the consensus of the Committee to not move forward with additional engineering until commitments are in place from developers and to keep our focus on the Nofsinger intersection due to its safety concern.

- E. Hydra-Stop Machine Upgrades – Public Works Director Andrews provided the following for discussion: 1) the current 1988 Hydra-Stop machine had not been used for a number of years due to a failed air compressor; 2) last year a new Sul-Air compressor was purchased and the Hydra-Stop was re-integrated back into the workflow, assisting with a number of fire hydrant replacements; 3) the replacement of this machine is fully funded under MERF at \$37,930, but was intentionally held back for evaluation prior to replacement; 4) a similar machine called Insert-a-Valve is now available that allows for the insertion of a permanent valve, saving on the cost and time to use two balloon stops and standard valve; and 5) the cost of conversion of all components to this system is \$27,427.54, but staff feels that certain components can be retained lowering the cost to approximately \$15,000. Following a brief discussion on the value of the machine to Public Works it was the consensus of the Committee to move this forward to Council for consideration.
- F. Boyd/Nofsinger IDOT Request – Public Works Director Andrews provided the following for discussion: 1) the Public Works Committee discussed the possibility of restriping the Boyd/Nofsinger intersection as an interim measure to help with safety while the funding request for Highway Safety Improvement Program funds works its way through the system for signalization; and 2) it would need IDOT's consideration and approval to advance if it is the desire of Council. Discussion ensued on the pros and cons of restriping the intersection similar to what was recently done at Spring Creek Road as an interim measure and following discussion it was the consensus of the Committee to not move forward with the request to IDOT and to stay the course on full intersection design.
- G. SE Square Parking Lot Final Finish – P & D Director Oliphant provided the following for discussion: 1) quotes have been solicited from Ty Slonneger of RNS Electric for various light options to utilize for the future placement of lights around the Square; 2) staff is seeking feedback on lights and landscaping for the newly completed SE parking lot's four islands; and 3) funding for these items would be through the Downtown TIF. He shared that Public Works Committee has discussed with no formal position and asked for it to be brought before Committee for discussion. Alderman Brownfield shared that they are set on the Sun Valley lights but not sure if all four lights are needed. Alderman Adams shared that two lights would be sufficient for additional lighting for the parking lot and does not see the need for each of the four islands having lights. Public Works Director Andrews shared that having two overhead leased lights is a benefit and he will run numbers on the leased costs. He shared that a previous dynamic was that Ameren would charge a flat rate to tack on another light but that is no longer the case. He shared we would have to put on a controller and will run the numbers to see what we are paying now and bring it back to Public Works for further discussion. Alderman Adams noted a safety concern about the grates not being covered by the old bank drive thru and Andrews shared that grading had not been configured yet but was part of the punch list of items and will have it finished up as part of the base contract.
- H. Building Construction Update – P & D Director Oliphant provided the following YTD Development Summary: 1) new residential development down compared to 2016 with 14 residential permits being issued where there were 21 in 2016; 2) residential construction value is \$4.2M at an average cost of \$304K per home; 3) 498 residential rebuild permits have been issued with a total of 922 tornado-related permits since the November 17, 2013 tornado; 4) as subdivisions get closer to eventual build-out, thought needs to be given to where new residential growth areas would be located and future infrastructure allocation; 5) Mallard Crossing, Oak Creek, and Trail's Edge could all be completed in the next five years and we could see more demand pressure for the development of new subdivisions; and 6) retail and industrial development is on par with 2016 where 8 permits have been issued with a combined construction value of \$1.097M in commercial and industrial activity (interior/exterior alterations and renovations; accessory structure; covered

patio; and awning). He shared that there are currently two pending remodeling projects, Walmart and Kroger. Alderman Brucks noted that the falling short of 100 permits per year is an indication of how we are slowing down.

- I. Comprehensive Plan RFP – P & D Director Oliphant provided the following for discussion: 1) funding has been included in the FY 17-18 and 18-19 with a minimum of \$70,000 to complete a new comprehensive plan; 2) the plan is anticipated to be completed in 12-months; 3) staff has had conversations with the City of East Peoria to undertake a joint planning process, and while the process would be joint, each community would have their own separate plans with sole discretion on the content included in their respective plans; 4) both cities share similar demographics and market characteristics, have had a boundary line agreement since 1997, and there is the potential to save on costs by utilizing the same consultant; 5) both cities applied to the Tri-County Regional Planning Commission recently as part of the FY2018 Special Transportation Projects funding for sections addressing transportation and sustainability/green infrastructure for an amount of \$30,000, and while formal announcements have not been made on awards, the funding requests totaled \$77,000 of the \$90,000 available and we have indication that we will very likely receive our requested funding; and 6) staff would like to proceed with the release of the joint RFP on August 16th with the deadline for submittal on September 8th. He then went over several approaches in bringing the RFP forward which could include public input, websites that can be linked to the City's website; a community survey, and where it starts are all realms of different possibilities. It was also noted that it would be at our discretion to form an adhoc committee as well. City Administrator Culotta asked the level of involvement the Committee would like to have in the selection process and Mayor Manier shared that the process should come through either this Committee or if a separate committee is formed through that committee. Following a brief discussion on the benefit of just doing the transportation plan now and not the full comprehensive plan, it was the consensus to move forward with only doing the transportation plan component now. Oliphant shared that since it would not be a full comprehensive plan he will check with the City of East Peoria on whether they would still approach a joint planning process with only the transportation plan component.
- J. Video Gaming Discussion – Police Chief McCoy provided the following for discussion on the City's recent moratorium on issuing video gaming establishment licenses: 1) several ordinance amendments have been discussed that would preserve the character of the City while promoting a positive business and family climate and social opportunities; 2) the City's history of licensing video gaming shows that the presence of a virtual casino is not consistent with the character and aims of the City; 3) the City recognizes that responsible gaming in proper context can promote legitimate social and business climate ends where it takes place in an appropriate context as part of an overall entertainment and social package and in this context a gaming café does not contribute to the fabric of the City; and 4) in order to keep gaming in an appropriate social and business context, several suggested amendments are being brought forward for discussion as they relate to video gaming establishment licenses. Following are several suggested amendments for consideration: a) a limitation of the number of licensed gaming establishments; b) a limitation of the number of gaming terminals; c) a requirement that a business establish a presence in and positive impact on the community prior to obtaining a video gaming establishment license, i.e. operates in the City for a period of two-years prior to application for a license and which can establish that it has generated at least 80% of its revenue from the sale of food and beverages or can establish it is a not-for-profit club with a significant charitable purpose; d) an established licensed facility obtain at least 60% of its total revenue from the sale of food and beverages; e) prior approval of site and design, including a customer seating ratio for gaming of no more than 10% of total seating and public floor space ratio of no less than 5 non-gaming to 1 gaming; f) consideration of the number of employee hours generated by the business and the functions those employees serve; and g) provision of responsible gaming policies including employee education and training programs, self-exclusion policies, and procedures to promote responsible gaming, with demonstrable execution of such policies by established facilities. It was noted that the current 9 licensed establishments would be grandfathered from any proposed amendments. Several Aldermen expressed their concern with allowing video gaming café's in the community. A representative from Cardinal Restaurant Group asked where it would leave them in applying for a video gaming establishment license as they are 85% complete with their buildout and have a lease. Mayor Manier shared that when we heard that Wine Time had

sold their franchise we took the opportunity to revisit our gaming regulations. Cardinal Group's representative shared that they have done 14 buildouts and that gaming parlors don't survive on their own. He shared that local revenues include things like homemade popcorn and candy and that their location in Monticello does extremely well. He shared that in Normal they have partnered with Davis Bros. Pizza in trying to find other avenues to be successful. He shared they found Deemie and she wanted to do it and wanted to sell cigars and bottles of wine. He shared that of his 21 locations, 4 are successful on their own. He shared that with the buildout and lease it is unfair to pull the rug from under their feet. Mayor Manier asked about gaming café age requirements and Master Sergeant Stevens replied that the gaming areas are restricted to 21 years old and older within an establishment and are regulated through State and Local regulations. Cardinal Group's representative shared that most cafés have no one under 21 allowed on their front door. He shared that he has been to many council meetings and we have listed a lot of valuable things but the 60% is a tough number to hit. He shared that he is a bar owner as well and would hit the 60% today, but when he first added video gaming terminals revenues from gaming were higher. Alderman Dingledine shared that an ordinance is in place that determines who can get a video gaming establishment license and asked if they meet the requirements. Cardinal Restaurant Group's representative expressed that they do and Master Sergeant Stevens noted that the Class A liquor license is a full-service bar license. Alderman Dingledine asked where they are looking to locate and the representative shared that the location is in Cherry Tree Shopping Center just under H & R Block and a dance studio. He shared that they typically like to locate in shopping centers and next to grocery stores and is very excited about this location because of the dance studio where parents can stop in after dropping of their kids for dance lessons. Mayor Manier asked that they meet with Chief McCoy and Master Sergeant Stevens separately and that this item will move to the Public Safety Committee for recommendation back to Council.

5. Other Business – Chief McCoy shared that they will be bringing forth for consideration to the Public Safety Committee an ordinance to rename ESDA (Emergency Services and Disaster Agency) to EMA (Emergency Management Agency) in order to be brought up to date.
6. At 8:33 p.m. Alderman Brownfield moved and Alderman Dingledine seconded to adjourn. Motion carried unanimously by voice vote.

Patricia S. Brown, City Clerk