

COMMITTEE OF THE WHOLE
MONDAY – MAY 8, 2017
LIBRARY MEETING ROOM - 380 N. WILMOR ROAD
WASHINGTON, ILLINOIS

Mayor Manier called the Committee of the Whole meeting of May 8, 2017 to order at 6:32 p.m. in the Library meeting room at Five Points Washington.

Present: Aldermen Brownfield, Brucks, Adams, Butler, Dingledine, Gee, Cobb.

Absent: Alderman Moss was absent.

Also present: City Administrator Culotta, Controller Baxter, Public Works Director Andrews, P & D Director Oliphant, Police Chief Miller, and City Clerk Brown.

MINUTES

1. Aldermen wishing to be heard on non-agenda item – None.
2. Citizens wishing to be heard on a non-agenda item – None.
3. Approval of Minutes: Alderman Gee moved and Alderman Brownfield seconded to approve the minutes of the April 3, 2017 special and April 10, 2017 regular Committee of the Whole meetings. Motion carried unanimously by voice vote.

4. **BUSINESS ITEMS**

- A. Personnel – City Administrator Culotta provided the following: 1) contingency funds for personnel related changes were included in the FY17-18 Budget; 2) the work load for City Hall staff has increased over the years due to a variety of factors, including the growth of regulatory burdens and service delivery needs; 3) staffing fluxuations over the past decade have resulted in a net decrease of 0.5 FTE within City Hall; 4) due to organizational needs found in consultations with Public Works Director Andrews, Controller Baxter, and City Clerk Brown I am requesting consideration of one additional full-time position; 5) they are all currently faced with limited staff resources to perform various recurring tasks and projects; 6) in most cases these tasks are either not performed at all, have been delayed, or are performed by the department head which is often not the best use of their time and expertise; 7) the Finance & Personnel Committee unanimously recommended that this be brought forward to Committee of the Whole; 8) a detailed summary of the types of tasks the position could perform was gone over; 9) at the recommendation of the Finance & Personnel Committee, an explanation of the return on investment that would result from the addition of this position was provided by each department head; 10) this position would not only improve organizational efficiency and effectiveness, but also reduce overtime costs; and 11) the position would be similar to the Pay Plan's Administrative Assistant position with an entry level salary of \$38,734. Mayor Manier shared that he did struggle with fact of what was not getting done and had concerns about finding a person to fit all three varieties of jobs, but other than that knows how busy City Hall is and Finance & Personnel Committee recommends we move forward to create the position and find someone to fill the role. Alderman Brownfield shared that he sees it as a good idea and expressed his concern with how the job is split between departments and if there was a game plan on how this was going to be accomplished. City Administrator Culotta shared that staff has identified tasks, and although some have deadlines there will be quite a bit of flexibility in filling the gaps. Alderman Brucks asked what the \$7K in overtime savings translated to in hours and Controller Baxter shared that the overtime savings is coming from her staff and sees approximately 10 hours per month in savings. Alderman Butler asked how much of the burden is coming from the transition to monthly water billing and Controller Baxter expressed that it is not affiliated with water billing but is a cumulation of several things including the retirement of one full-time office position where duties were split among existing employees and the loss of a part-time position when the Administrative Assistant became City Clerk. She shared the it has impacted staff and how time is

spent where we are basically just putting out fires. Mayor Manier asked if a payroll service would free up time and Controller Baxter shared that it would but we would still have processing to be done on our end and it is at a significant cost. Alderman Dingledine commented that in general the cost of doing business has increased and the longer we go down the road of just parsing duties out among existing employees the less effective those jobs become. It was the general consensus to move this forward to Council for consideration.

- B. Water Treatment Plant #1 Update & Construction Inspection Contract – Public Works Director Andrews provided the following: 1) on May 1st the Public Works Committee heard an update on the pending improvements at WTP #1 along with reviewing copies of the permit set drawings; 2) the review and subsequent key dates for a bid letting were discussed along with consideration for bidding assistance and construction observation with Crawford Murphy and Tilly (CMT); 3) the current cost of construction of the project is estimated at \$375,000, which includes the construction of a chlorine room on the east side of the building and two new cast-in-place concrete brine tanks on the west side; 4) this project is IEPA mandated from earlier findings; and 5) a time and materials assistance contract has been prepared by CMT and is estimated at \$51,200 using an average of three (3) four hour days per week of onsite during the construction of the project. Alderman Dingledine shared that this has to be done and is something that has been in the works. He asked for Andrews to explain where it is going and how it is not affecting the flood plain. Andrews shared that the new will back up on 911 drive and will be 2' above the flood plain where are existing one is at or just below the flood plain now. It was the general consensus to move this forward to Council for consideration.
- C. Planning & Zoning Commission – Off-Street Parking Text Amendment – Planning & Development Director Oliphant provided the following: 1) off-street parking has generally been allowed in any zoning district to provide adequate spaces for the intended uses however, the zoning code does not have language that requires the off-street parking parcel to be zoned as the same use it is serving; 2) the proposed amendment would add language that would require the off-street parking parcel to be zoned the same as the parcel it is serving; 3) there has been a recent instance where spillover parking for Michael's Italian Feast is happening on a separate parcel they had acquired to their south in 2007 where the house was subsequently demolished and the restaurant parcel is zoned C-2 commercial and the parcel to the south is R-1 residential and the use of the residential lot for parking has increased stormwater runoff; 4) it has resulted in stormwater runoff that is not accounted for and staff has been in discussions with the owner about establishing a dedicated means of stormwater control for this parcel; 5) the Public Works Committee has been in discussion on this issue and one recommendation was to require that the parking lot be zoned the same as the restaurant lot; 6) the text amendment would accomplish this and ensure that there is compatibility in the zoning of the lots and gives staff the opportunity to address any stormwater control and landscaping needs as well; and 7) the Planning & Zoning Commission unanimously recommended approval of the text amendment at its May 3, 2017 meeting and it will come before City Council for a first reading ordinance on May 15, 2017.
- D. Sign Height Variance Request – Planning & Development Director Oliphant provided the following: 1) Gary Matthews from Sleep Inn has requested a variance to allow a new ground sign to be 52' in height, which is 27' higher than allowed in the C-2 (General Retail) zoning district; 2) the sign is proposed to be placed near the northwest corner of the hotel property; 3) the property is 1.46 acres and has approximately 507' of frontage adjacent to both N. Cummings Lane and W. Cruger Road and code would allow up to three ground signs; 4) Mr. Matthews has indicated in his application that the increased height would give the hotel better visibility from US Route 24 and allow travelers to be aware of their special rates; 5) the hotel currently has a sign near the southwest corner of their property and a wall sign on their tower structure, which has a height of approximately 59'; 6) hardship is hard to justify as the hotel already has a sign that extends 7' higher than the proposed ground sign; 7) staff has visited the site after review there does not appear to be much advantage gained by placing this sign at the desired corner location and is not clear what impact having a taller ground sign would have on attracting potential customers who do not already have a hotel reservation; 8) the request could lead to other significant sign height variance requests and staff would be concerned about how this would impact the visual appeal throughout the city; 9)

the Planning & Zoning Commission held a public hearing at their May 3, 2017 meeting which resulted in a split 3-3 vote for recommendation of the variance to City Council and is planned to come before City Council for a first reading ordinance on May 15, 2017. Alderman Butler asked if we have had any sign requests exceed the 25' and Oliphant shared that he has not done a search but believes there have not been any request of this size. Alderman Brownfield indicated that when he served on the Zoning Board of Appeals they did have a request from McDonalds for a taller sign but it was denied. Alderman Gee asked what the square footage of the proposed sign was and Oliphant replied 160 s.f. Mayor Manier expressed his concerns with the height of the sign and how it would look with a for sale or lease on the sign if the property were to ever to become vacant. Alderman Dingleline asked if the existing sign on the building was lighted and Oliphant replied that it was. Alderman Dingleline expressed his concern with redundancy when what they have is taller than what they are proposing. He asked if the smaller sign on US Route 24 was still in place and Oliphant replied that the 8'x 8' sign was still up. He shared that after discussion with Planning and Zoning Commission members last week there was talk on a bigger focus of finding out what other communities have in place and if our codes are out of line possibly looking at coming more in line with what others are doing. Alderman Brucks shared that he is seeing more progressive areas having sign requirements for signage on monument signs only and is more in favor with reducing our requirements and doesn't see signage as much of a requirement as it was in the past.

- E. W. Cruger Road Construction Inspection – Public Works Director Andrews provided the following: 1) the recent bid opening for the Transportation Alternative Program (TAP) Cruger Road Recreation Trail, Sec # 15-00117-00-BT, which was on the IDOT bid opening of 4/28/2017, due to the funding source was shared at the May 1, 2017 Public Works Committee meeting; 2) the low bid was C&G Concrete at \$323,000; and 3) a time and materials assistance contract has been prepared by Hutchison Engineering and is estimated at \$37,500 using IDOT's Construction Engineering Services Agreement for Local Funds and would be contributed to our minimum 20% match on the project. He shared that there will be at least a 5' buffer of green space and Alderman Brownfield asked if residents and business have been made aware and Andrews replied that they have. Alderman Brucks shared that it is a great project at a minimal cost to City and provides a good way for residents to travel safely. It was the general consensus to move this forward to Council for consideration.
5. Other Business – Police Chief Miller brought forward for discussion the purchase of an ATV for use within the Police Department. He shared the following: 1) the 2017-2018 budget reflects \$15K for the purchase; 2) the ATV will provide for better policing of venues such as parades, runs, and special events which are starting to take place; 3) the life of the ATV will be a minimum of 10-years; 4) borrowing has been done in the past for policing; 5) and would like to not have to incur the cost of rental at \$800 each time one is needed. Mayor Manier asked if purchased, would it be available to use at the Good Neighbor Days Festival, and Miller replied that it would be the goal. He shared that they are becoming more and more common in these venues due to how much equipment needs to be carried. Alderman Gee asked if we were looking at rental how many times a year and Miller shared that he sees at least a dozen uses per year. Alderman Brownfield asked where it would be stored and Miller shared that there is currently space in the evidence room in the old fire department building. Alderman Dingleline expressed that the evolution of policing is changing, we will find more uses, and is an inexpensive investment for getting manpower around. Alderman Butler shared his concern with spending money for a rental each time. It was the general consensus to move this forward to Council for consideration.
6. At 7:35 p.m. Alderman Dingleline moved and Alderman Brucks seconded to adjourn. Motion carried unanimously by voice vote.

Patricia S. Brown, City Clerk