

DRAFT

**COMMITTEE OF THE WHOLE
MONDAY – DECEMBER 11, 2017
LIBRARY MEETING ROOM - 380 N. WILMOR ROAD
WASHINGTON, ILLINOIS**

Mayor Manier called the Committee of the Whole meeting of December 11, 2017 to order at 6:41 p.m. in the Library meeting room at Five Points Washington.

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

Absent: None.


Also present: City Administrator Culotta, Public Works Director Andrews, P & D Director Oliphant, Police Chief McCoy, City Treasurer Dingledine, 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 Brucks moved and Alderman Dingledine seconded to approve the minutes of the November 13, 2017 regular Committee of the Whole meeting. Motion carried unanimously by voice vote.
4. **BUSINESS ITEMS**
 - A. Workers Compensation Renewal – City Administrator Culotta shared that our current annual premium is \$110,755 and Mr. Joe Shoehorn, Winter Insurance, has brought forth 3 proposals for consideration as follows: Bitco (current carrier) \$93,529; Illinois Public Risk Fund (IPRF) \$86,827; and ICRMT \$114,162; 2) and is here this evening to help answer any questions. Alderman Brucks asked if there is anything to attribute the decrease to and Mr. Shoehorn shared that IPRF is pooled with other communities, has sustained good loss ratios, and is passing the saving along. Following further discussion of IPRF's history, reference reviews conducted by staff, and claims processing, it was the consensus of the Committee to move this item to Council for consideration.
 - B. Subdivision Code Text Amendment – Condominium Conversion – Planning & Development Director Oliphant shared the following: 1) a request has been received by A & J Development to allow for existing commercial buildings to convert to condominium units; 2) they have recently received a special use to allow for a church to occupy a portion of the building at 1750 Washington Road; 3) a financial burden would be realized if they did a traditional subdivision where it would require a true fire rated wall between spaces; 4) a new building being built as condominium units would not require a true fire rated wall under our code; 5) staff is supportive of the code amendment that would allow for existing commercial buildings to convert to condominium units; 6) from a safety standpoint, the building is currently sprinkled and would be required to meet our codes as part of the building permit process; and 7) a waiver of second reading of the ordinance is also being requested. Following further discussion on safety concerns and building and property responsibilities and how they will be addressed through the building permit process, it was the consensus of the Committee to move this item to Council for consideration.
 - C. Sanitary Sewer Lateral Policy & Ordinance Update Discussion – Public Works Director Andrews shared the following: 1) Public Works Committee (PWC) is requesting additional discussion for formally defining policy regarding sanitary sewer laterals; 2) the previous ordinance continued the current policy of the lateral being entirely private and a responsibility of the homeowner; and 3) PWC was favorable to revising the previous ordinance for the portion of the private lateral on right-of-way to be maintained by the City, alleviating the financial burden on homeowners who are faced with the costs associated with repairs or replacement of a lateral within right-of-way. Following further discussion on the history of the City's sanitary sewer system and the burden placed on

homeowners for restoration and disruption of the roadway portion of right-of-way, it was the consensus of the Committee to move this item to Council for consideration.

- D. Water/Sewer Rate Study – City Administrator Culotta shared the following: 1) a draft Request for Proposals (RFP) for the study is presented for consideration; 2) \$20K is budgeted; 3) its intent is to analyze both operational and long term capital needs, identifying growth and maintenance of the system; and 4) the RFP is based on a model that has been used by others but tweaked for our needs. Following discussion on the study timeframe and necessity for looking at our current situation and future needs of the system, it was the consensus of the Committee to move this forward to Council for consideration.
 - E. Utility Drop Box – City Administrator Culotta shared that a suggestion has been made for a possible relocation of the current utility bill drop box at City Hall. He shared that the current drop located next to the Elm Street door has several steps and by closing this drop and creating a drive up drop box it would be a safer alternative for residents. Following discussion on the placement of the box and confirmation from Chief McCoy that it would not create a traffic burden, it was the consensus to move forward with the drive up drop box as long as it's height and placement is satisfactory to all the types of vehicles that would be using it.
 - F. Revenue Audit – City Administrator Culotta shared an opportunity that would allow the City to perform an audit of certain city revenue sources (sales and telecommunications taxes and franchise fees) through the hiring of a consultant (Azavar Government Solutions). He shared there is no cost to the City for the service as Azavar works under a contingency fee structure where they would be entitled to a percentage of found revenue for a three year period. He shared that he is confident we would will have three communities (Washington, Pekin (consideration in coming week), & East Peoria (already passed) involved as a part of this service which gives us a higher percentage of return at 60%/40% rather than an individual percentage at 55%/45%. He shared that if this is agreed on in December we have the opportunity to look back on 2017 as well. Following discussion on the success in other communities that utilize the service, it was the consensus of the Committee to move this forward to Council for consideration.
 - G. Fire Station Door Opener Replacement – City Administrator Culotta shared that the Fire Department is requesting replacement of the ten (10) overhead doors at the Wilmor Fire Station and our contract calls for us to take on these types of expenses. He shared that this is a budgeted item at \$20K and the lowest quoted price came in at \$14,862.17 from Nation Serve of Peoria. He shared two quotes were received with a third unwilling to bid. It was the consensus of the Committee to move this forward to Council for consideration.
5. Other Business – None.
6. At 7:36 p.m. Alderman Dingledine moved and Alderman Brucks seconded to adjourn. Motion carried unanimously by voice vote.


Patricia S. Brown, City Clerk