

COMMITTEE OF THE WHOLE
MONDAY – JULY 8, 2019
LIBRARY MEETING ROOM - 380 N. WILMOR ROAD
WASHINGTON, ILLINOIS

Mayor Pro Tem Mike Brownfield called the Committee of the Whole meeting of July 8, 2019 to order at 6:30 p.m. in Library Meeting Room at Five Points Washington.

Present: Aldermen Adams, Black, Brownfield, Butler, Cobb, Dingledine, Stevens, Yoder.

Absent: None.

Also present: City Administrator Forsythe, Controller Baxter, Public Works Director Andrews, Public Works Manager Schone, P & D Director Oliphant, City Treasurer Dingledine, City Clerk Brown, and Press.

MINUTES

1. Aldermen wishing to be heard on non-agenda item – None.
2. Citizens wishing to be heard on a non-agenda item – Jennifer Essig, Board member of Washington Historical Society and member of the Bicentennial committee, shared that they have been working to bring Walldogs to Washington as part of our celebrations leading up to Washington's Bicentennial in 2025. She shared Walldogs are a group of highly skilled artists specializing in sign paintings that tell historically significant stories of small towns, are well established, have been doing this for 26-years, and also use local artists as well as many volunteers. She shared that Walldogs have chosen Washington, IL for their festival in 2022 which is a big honor as they only choose one or two small towns from all across the country each year. She indicated that the next steps will be to select dates during the summer of 2022 using input from the City, local businesses and organizations, and schools to select the best date with the least possible conflicts and once the date is selected their communication plan will continue to provide updates on the event. She handed out FAQ's to help answer any questions and thanked Council for their time. Alderman Brownfield shared his appreciation for the work they are doing. Mr. Joe Sander, representing the Chamber of Commerce, shared that their marketing theme for July is "Stay and Play" and reminded everyone of their Business After Hours event on July 9th at Villas of Hollybrook.
3. Approval of Minutes: Alderman Cobb moved and Alderman Black seconded to approve the minutes of the June 10, 2019 regular Committee of the Whole meeting. Motion carried unanimously by voice vote.
4. **BUSINESS ITEMS**
 - A. Greater Peoria EDC Update – P & D Director introduced Chris Setti from GPEDC who provided an update on what they have been doing, as well as handing out their 2018 Annual Report. He shared they are the regional economic development council for five counties and work together as one unit to advance the economy of the region by working to support companies and communities. He shared it is a time of good prosperity with a low 4% unemployment rate and increase in our labor force. He shared a brief background of their five areas of focus that included: business development; business startups; rural edc; workforce development; and business attraction. He shared his appreciation in what Washington has for the region and will continue to work for us in bringing necessary resources for economic development growth. Alderman Stevens asked about a company that was looking at the City's 223 acres some time ago and Mr. Setti shared it was a German dough making company but they are on hold right now as they were looking at acquiring something already built and are now reconsidering their options. He shared that the City's 223 acres holds a bit of uncertainty but the goal setting the Council is looking to do will be helpful for them.

- B. Procurement Policy – City Administrator Forsythe brought forward for discussion a proposed procurement policy change noting the following: 1) the Council goal setting mentioned by Mr. Setti will be the most important to get through for staff which will include the setting of long and short term goals that will establish a strategic plan to development property; 2) the budgeting process and procurement policy are directly related and staff will be bringing budgeting forward with more transparency by building it around goals set by Council; 3) the first specific change is the proposed procurement policy which will make day to day operations easier for staff to accomplish; 4) an ordinance amendment is being proposed that will provide for quicker maneuverability by setting higher authority amounts for budgeted items only as follows: City Administrator, expenditures up to \$15,000; Dept. Heads, Public Works Manager, & Deputy Chief of Police expenditures up to \$5,000, and other Public Works supervisors expenditures up to \$1,500; and 5) the current policy is conflicting, lacks in proper processes and is slowing the overall process down and the proposed policy process is standardized, creating forms and consistency that everyone will use. He asked for direction to bring the proposed policy to Council for formal consideration. A brief discussion ensued on the need for continuity in the policy and the need to review the policy again after this budget cycle to make sure it is working efficiently. Following discussion, it was the consensus of Committee to move this item forward to Council for consideration.
- C. Board of Local Improvements (BLI) Update – N. Lawndale Avenue/W. Holland Street – Public Works Director Andrews provided an update on the recent Board of Local Improvements meeting regarding potential funding options for the private-side of the proposed improvements to N. Lawndale & W. Holland that include private sanitary, water, & sump drain lines. He noted the following: the necessity for private-side component addressment due to the established high level of inflow and infiltration on older construction, the aged services connections, and elimination of direct connections of footing tiles and sump pumps into the sanitary sewer; the new water and sewer rate structure presumes that private improvements be funded by a separate funding source and if we were to fund them within the new rate structure, assuming 100 connections per year, it would be at an additional cost of \$7.69 per month for water and sewer service; the BLI reviewed with Attorney Tim Yuhasz the differences between establishment of a special assessment (SA) vs. special service area (SSA), which both have been used in the past for improvements, and recommends moving forward with establishing a SSA for these projects; and a timeline update for the process is now pending from Attorney Yuhasz. City Administrator Forsythe asked for Council direction on establishing the SSA noting it is a fair process with some latitude on determining how properties are assessed and can be uniformly applied. He shared many improvements were done in Moline using this process and would create a process to move forward with on other improvement projects in the future on how we assess private portion. He shared he is confident Lawndale and Holland will be started this year with a goal of moving this SSA process along this fall to get bids out in the spring. Alderman Stevens share a concern with already holding a public meeting on the Lawndale project with no expectation shared with residents on a monetary contribution. Discussion ensued on the notification process and the importance of getting the word out to residents, the timing of the projects, and bidding processes. Following discussion, it was the consensus to move forward in establishing the SSA process once the timeline information is received.
- D. Sewer Line Lateral Policy Review – Public Works Director Andrews provided a review of the existing policy noting the following: ongoing issues and defining repair responsibilities; frustration with not being specific in the ordinance on where responsibilities begin and end; we are not unique in how we have applied responsibility where the sanitary sewer lateral to the point of the sewer main is homeowner responsibility; many older homes pre-date the sanitary system established in the mid-1950s and in those cases, individual homeowners were responsible for connecting to the public sewer and could do so at their time of choosing, which gives explanation on some of the issues we are having today; today's codes require a private system to be connected to a public system if it is within 300' and in new construction today it is included as part of the construction standard to drop a cleanout at the right of way line clearly demarking private and public responsibilities; in 1994 the sump collection system was made part of the subdivision code, which reduces the chance of illegal connections of sump lines into the sewer system; a revision of current policy, with only 42% of the sanitary laterals in conformance to the current code, exposes the City to \$17M in unfunded liability

for the remaining 3,409 laterals at an average cost of repairs of \$5K each; and having insurance as a homeowner could help in offsetting these repair costs as well. Discussion ensued on the following topics: importance of homeowners insurance coverage and knowledge of their responsibility; City's policy practice in determining responsibility; importance of consistency in revising the City's current ordinance; importance of deciding the demarcation of where private and public responsibility starts and ends; importance of understanding from the City's insurance carrier on what our risk exposure would be; and the need for more information before committing to a determination. Following discussion, Alderman Brownfield asked that more information be gathered and presented for further discussion at the Public Works Committee meeting scheduled for August 12th.

- E. Capital Projects Update – City Administrator Forsythe and Public Works Director Andrews provided an overview of the capital projects budgeted for FY19-20 that were included on a spreadsheet that was handed out. The update included projects from the following funds: 1) Streets; 2) MFT; 3) Storm Water Management; 4) Water Fund; 5) Water Subdivision Development; 6) Water Tower Reserve; and 7) Sewer Fund. It also included the following: 4) Nofsinger Realignment capital project; 5) Freedom/Parkway/Lakeshore Drive capital project; 6) Safe Routes to Schools capital project; 7) Recreation Trail Extension capital project; and 12) STP2 Phase 2B, Farm Creek Trunk Sewer.
5. Other Business – City Administrator Forsythe asked for direction from Council on paper packet distribution moving forward and it was shared that those now receiving paper packets would like to continue receiving them along with the electronic link and receiving them at the meeting as opposed to having them delivered on Friday would be sufficient. He also shared that he is looking at the overall meeting processes and will have something to bring forward in the future. He provided a follow-up to questions he has received on the W223 loan payment noting the following: the loan was paid off; City Treasurer Dingledine made recommendation to pay the loan off at the last Finance & Personnel meeting; historically loan payments have not come before Council for action; it was noted in the weekly briefing and he made the decision to make payment without bringing it forward to Council for action; and the process can be changed if Council desires. Controller Baxter indicated that action has been taken in the past when a payoff was in conjunction with the taking of another loan only. Alderman Stevens indicated that it is important to let the community know it is paid off and City Administrator Forsythe shared a press release could be prepared. Alderman Dingledine complimented the Public Works staff for the job well done in completing the alley replacement pavement and it was well worth the expense. Alderman Adams asked about the City's curb and gutter replacement and following a brief discussion City Administrator Forsythe shared they will look into the current program dynamics and bring forward more information for discussion.
6. At 8:48 p.m. Alderman Adams moved and Alderman Cobb seconded to adjourn. Motion carried unanimously by voice vote.



Patricia S. Brown, City Clerk