

City of Washington
Public Works Committee
Monday, May 04, 2020 – **Minutes**

REMOTE WEB MEETING

Present: Aldermen Mike Brownfield, Dave Dingleline, and Lilija Stevens.

Also Present: Alderman Brett Adams, Alderman Todd Yoder, Alderman Daniel Cobb, City Administrator Ray Forsythe, Planning & Development Director Jon Oliphant, Public Works Director Kevin Schone, City Engineer Dennis Carr, Dennis Schryer, Scott Desplinter, Eric Hansen and Eric Therkildsen.

Alderman Brownfield called the meeting to order at 5:02 p.m.

1. Alderman Wishing to be Heard on Non-Agenda Item:

- a. *Alderman Brett Adams received inquiries from residents on West Holland regarding the tax bills they received and the \$500 amount listed when work has not been started. Administrator Forsythe stated he spoke with Mr. Fuller and explained that the Special Service Areas were established last year. The initial engineering designs began in 2017 so the City has had costs related to this project. The ordinance regarding the SSA's states it will likely be a 10-year period. When the levy was completed back in December, it was presented to the City Council with the understanding it would go on this year's tax bill. The final design is still anticipated to be completed this year with construction beginning as well. An internal meeting is scheduled on Thursday with the design engineer and staff to ensure the project keeps moving forward. Alderman Adams asked if all things lined up and went according to plan, does that mean the private and public side would be completed by next May. Administrator Forsythe confirmed it should and that he planned on following up with the resident after the Thursday meeting. Alderman Adams asked for an update after the meeting as well. Alderman Yoder also requested the update.*
- b. *Alderman Adams also wanted to know when work was going to begin on Lawndale and what could the residents expect. City Engineer Dennis Carr explained some of the utilities are going to need to relocate and the City is working with their schedules. The City is currently waiting for the ordered manhole covers to be built and once they are delivered on site, Stark Excavating can begin the underground work. He anticipates the start to begin in the next week or two. Administrator Forsythe added that a letter regarding a project update and anticipated schedule was delivered to every house and a weekly newsletter will also be sent with weekly updates. Alderman Adams requested the notifications be sent to him as well so he is prepared for any questions that may be posed to him.*

2. Citizens Wishing to be Heard on Non-Agenda Item: *Alderman Brownfield read a letter from John & Sharon Amdell that stated the following: "We wish to thank the City Administrator and City Staff for the excellent documentation COVID-19 response. These are difficult times with no clear path forward, with no obvious right answer, with conflicting information and decisions by City, County, State and National organizations and leaders. We are impressed by the document. It defines the situation, explains the thought process, describes the decisions and sends forth a prudent thoughtful path for Washington. In addition, it makes it clear that this document is valid for this instance in time and will be revised as a rapidly changing situation evolves. We anticipate that the month of May will bring better information. For example, the expected large spike in COVID cases in those areas that chose to open on May 1st and the degree to which businesses value the legal protections that accrue to businesses that comply with the Governor's Executive Order. In the meantime, we appreciate the sensible and prudent direction established by Washington. Thank you very much. Best regards, Sharon and John Amdall"*

3. Approval of Minutes – Alderman Dingleline motioned to approve the April 6th minutes. Alderman Stevens seconded the motion. All approved. Motion carried and minutes were approved.
4. Business Items:
 - A. COVID-19 Response – City Administrator Ray Forsythe – Administrator Forsythe reviewed the communication that outlines the COVID-19 Response Plan. He explained that due to the Governor’s extensions to the Stay-at-Home order and the anticipated greater impact to the City, Staff wanted to take a serious look at potential revenue reductions and what expenses and projects the Council could consider delaying or eliminating as the pandemic moved forward. The biggest challenge is the three-month delay in receiving State funds which makes it very difficult to know the potential impact. All the Directors and Department Management reviewed their budgets and compiled a comprehensive list of items that can either be deferred or eliminated should the funding no longer be in place. One of the items in the Plan is that the grounds maintenance and short-term (summer) labor positions would not be filled. Currently, full-time public works employees are mowing and weed eating all City owned properties including the cemetery. Public Works Director Kevin Schone provided insight to the areas and items that will not be completed or maintained if the Street Department staff will be required to continue to mow and provide the services that is typically completed by the summer/part-time staff. *The Committee and Staff discussed the plan and challenges of making recommendations and decisions without knowing the actual fiscal impact. Alderman Dingleline requested Staff reach out to the major sales tax contributors and request financial impact information from them directly. Administrator Forsythe has spoken to the major contributors and they are still making sales which helps minimize part of the impact. Director Oliphant explained why Staff has been extremely conservative in regards to calculating the projections in the plan. The Committee discussed the need to prioritize and what areas they felt should be prioritized. Some of the items included the mowing, projects that were previously approved and the newsletter. Administrator Forsythe explained the goal was to receive direction from this meeting and the Council meeting, incorporate the comments and recommendations into the Response Plan and then bring it before the Committee of the Whole next week. He requested additional comments be brought up at the Council meeting or send the thoughts and guidance directly to him. That way a more specific discussion can be had and Staff can move forward on items on the Plan.*
 - B. Landscape Waste & Recycled Glass Considerations, PDC Services, Inc. – City Administrator Ray Forsythe – Administrator Forsythe reviewed the communication that outlines the two areas that continue to be requested and discussed since the signing of the PDC contract. PDC has provided an option for the glass recycling that entails having a dumpster behind the police station. Unfortunately, there is not a feasible option to generate funds to offset the cost of the dumpster so this would be an out-of-pocket expense to the City. Regarding the Landscape Waste, the City can rent a dumpster from PDC and place in a central location and PDC will empty and process the waste. The cost would be \$735/month plus the cost of a city employee manning the dumpster. The City would need to charge \$5.00 per bag/container and ideally, these would need to be pre-purchased. *The Committee and Staff discussed and agreed to bring both items before the Committee of the Whole on May 11th. Alderman Stevens motioned to move it forward. Alderman Dingleline seconded the motion. All approved.*
 - C. Proposed Code Amendment: Chapter 51 entitled “Garbage & Refuse” – City Administrator Ray Forsythe – Administrator Forsythe explained Chapter 51 has not been updated in 20 years and directs the City Administrator to manage the program. Administrator Forsythe asked Mr. Schryer and his firm to take a look at Chapter 51 and offer recommendations. Mr. Schryer stated that it seems Chapter 51 was pieced together over the years and the proposed restatement offers clear direction regarding residential services and all other waste removal from multi-family residential units and commercial properties. It also includes an opt-out option for commercial business owner’s residential property. *The Committee, Staff and Mr. Schryer discussed. All agreed with*

Administrator Forsythe's recommendation. Alderman Stevens made a motion to bring the proposed Code Amendment before the Committee of the Whole. Alderman Dingledine seconded the motion. All approved and motion carried.

- D. Mutual Aid Agreement: Washington Township & Washington Park District – City Administrator Ray Forsythe – Administrator Forsythe explained the agreement has been drafted and reviewed by attorneys, staff and other township parties. Scott Weaver has indicated that he will sign it. The Park District will also support it. This agreement provides a way to track the services that are shared back and before between all entities. The City has no intention of charging the Township, not do they have intentions of charging the City for any work being completed. If there was an opportunity to be reimbursed, then the fees would be added. This provides a way to show the Council and the residents the benefits that the City is receiving from the Township and what type of benefits the City is providing to them. There is a list at the end of the document that lists all the equipment that has been used in the past. Some of the equipment does require a City or Township employee who is qualified to operate the equipment. The agreement does hold the City harmless and does provide insurance for the work that is being completed. *Alderman Dingledine agreed with the having the entity that owns the equipment to operate the equipment to eliminate any liability. Alderman Stevens asked why this is a mutual aid agreement and not an extension of the inter-governmental agreement that was had prior to it expiring in 2015. Administrator Forsythe explained the inter-governmental agreement was in response to the tornado and the effects afterwards. This agreement is better for an ongoing program which is why the wording and overall look of the agreement was changed. The Township has similar agreements and those were taken into account when drafting the agreement. Alderman Stevens made a motion to bring it before the next Council meeting. Alderman Dingledine seconded the motion. All approved. Motion carried.*
- E. Draft Capital Improvement Plan (CIP) – City Administrator Ray Forsythe – Administrator Forsythe explained this was a Council Goal that was pushed forward from Staff. Funds were approved in the last fiscal year to have this completed. Scott Desplinter from CMT discussed the packet and how the goal was to help the City be proactive instead of reactive. The document is a result of a lot of investigation and an effort to capture all the items that are considered capital. Eric Hansen also outlined the packet. Administrator Forsythe stated appreciation for areas that were included and outlined. *Alderman Dingledine appreciates that there is a template and that items have been identified that need to be addressed in the next 5 years. Alderman Stevens asked about identifiers regarding the conditions of the streets. Eric Hansen explained the ratings information in the packet was from 2017 and there is a recommendation to have a new rating performed next year. Director Oliphant explained Transmap is doing a regional PCI and the City should be receiving information later this summer. Alderman Dingledine made a motion to move the CIP to the Committee of the Whole meeting. Alderman Stevens seconded the motion. All approved. Motion carried.*
- F. Rebuild Illinois Grant Project Consideration – Planning & Development Director Jon Oliphant – Director Oliphant explained they were looking for feedback as to whether the City should submit for any kind of public infrastructure project. The minimum project award is \$250,000 and the maximum is 5 million and there is only 50 million in awards available statewide. He also explained that project readiness is going to be very important for any project and any project needs to be completed within in two years of the project being awarded. In addition, even though a local match is not required, some of the criteria speak heavily regarding having matching public funds or non-public funds. *Chairman Brownfield asked Director Oliphant which projects he thought were ready. The two that have been discussed are the Eastern leg of Freedom Parkway and the trunk line. Alderman Dingledine asked if the specific project needed to be identified and Director Oliphant confirmed that was the case. The Committee agreed that Freedom Parkway should be considered. Alderman Stevens motioned to submit the Eastern end of Freedom Parkway for the grant project consideration. Alderman Dingledine seconded the motion. All approved. Motion carried.*

- G. Grants Update: IL Transportation Enhancement Program (ITEP) & Safe Routes to School – Planning & Development Director Jon Oliphant – Director Oliphant reviewed the status of the grants which include the Square Streetscape ITEP, the McCluggage/Centennial ITEP, District 52 Safe Route to School and District 51 Safe Route to School. *Alderman Stevens commented that she would be in favor of not continuing or postponing the McCluggage/Centennial project. Director Oliphant explained that was an option but he would be concerned with how that would impact future grant opportunities. Another option would be to terminate it at Centennial which would reduce the overall cost. Alderman Dingleline agrees with Alderman Stevens. Chairman Brownfield motioned to move the McCluggage /Centennial project forward to the Committee of the Whole for discussion. Alderman Dingleline seconded the motion. All approved. Motion carried.*
- H. Regional Planimetrics Project Consideration – Planning & Development Director Jon Oliphant – Director Oliphant explained the project would provide City-wide data for on edge of driving surfaces, manholes/inlets, and sidewalks. This has not been completed since 1999. The plan is not currently a budgeted item for FY 20-21 and the City’s estimated portion would be between \$4400 and \$6000. Engineer Carr agreed that this data would be beneficial and help the long-term planning. *The Committee agreed with the benefits and the potential costs were acceptable. Alderman Stevens motioned to move the consideration to the Committee of the Whole. Alderman Dingleline seconded the motion. All approved. Motion carried.*
- I. Supplemental 2019 MFT Resolution – Engineering Technician Ross Fuller – City Engineer Dennis Carr explained this project was compiled several years ago and over time, the payment was deteriorated more and some areas are going to require more work than originally outlined. The original resolution was for \$700,000. The supplemental resolution is for an additional \$225,000. The resolution is on the City Council’s agenda. *Alderman Dingleline stated he believes the Resolution needs to be deferred until the following week and brought before the Committee of the Whole for discussion. Alderman Stevens made a motion to bring the Resolution before the Committee of the Whole. Alderman Dingleline seconded the motion. All approved. Motion carried.*

5. Staff Updates: Due to time constraints, Chairman Brownfield asked the Staff to email him any necessary updates.

6. Other Business:

- Alderman Stevens had items for discussion but agreed to email them to the Committee due to the current time constraints.

Alderman Dingleline made a motion to adjourn at approximately 6:38 p.m. Alderman Stevens seconded. All approved. Meeting adjourned.