

**COMMITTEE OF THE WHOLE  
MONDAY – JULY 13, 2020 – 6:30 P.M.  
FIVE POINTS BANQUET ROOM A  
360 N. WILMORE, WASHINGTON, IL**

Mayor Manier called the regular Committee of the Whole meeting of July 13, 2020 to order at 6:34 p.m.

Present: Aldermen Adams, Brownfield, Butler, Cobb, Dingledine, Stevens, and Yoder;

Absent: None.

Also present: City Administrator Forsythe, Finance Director Baxter, P & D Director Oliphant, City Engineer Carr, Public Works Director Schone, Police Chief McCoy, City Attorney Keith Braskich, City Treasurer Dingledine, and City Clerk Brod

**MINUTES**

1. Aldermen wishing to be heard – Alderman Stevens asked for clarification on the Freedom Parkway and Lakeshore Projects. Jon Oliphant shared that there are two grant applications that are being applied to two phases. Phase One is the eastern 1000 feet of Freedom Parkway and will utilize the Rebuild Illinois Program Grant; Phase Two is the remaining 2500 feet that will utilize the Surface Transportation Block Grant (ATBG); both grants are waiting acceptance but likely to be awarded. There is nothing to report for the Lakeshore Project at this time.

2. Citizens wishing to be heard – none

3. Approval of Minutes: Alderman Cobb moved and Alderman Brownfield seconded to approve the minutes of the June 8, 2020 Committee of the Whole meeting. Motion carried unanimously by voice vote.

4. **BUSINESS ITEMS**

- A. Chamber of Commerce Update – Kristy Howell shared that the Chamber has trimmed staff to cut costs during this economical downtime due to COVID-19. They are working less hours in an attempt to stay financially responsible in the community. They are assisting chamber members in the business relief grant application process. Their goal is to support businesses in order for them to weather this downtime. Kristy reported that they had their first ribbon cutting since the start of the Covid-19 crisis at Crossfit 1825. Alderman Stevens asked to clarify the details concerning members who have dropped and Kristy explained that the drops were in May and that June had far fewer drops in membership. The chamber has evaluated the budget but did not make adjustments at this time. The chamber has seen no increase in chamber gift certificates sales.
- B. Peoria Area Convention and Visitors Bureau Update – J.D. Dalfonso presented. He introduced Peoria Area Convention and Visitors Bureau board member Steve Brown who was also in attendance. J.D. shared that he is a Washingtonian and passed out a copy of the Discover Peoria magazine to the Council. He shared that the Peoria Area Convention and Visitors Bureau has focused on updating their destination marketing plan. J.D. explained that it's more than focusing on just the number of hotel stays but communities and promotions as well. Their goal is attracting visitors to the area in hopes that they spend money then return home and share their experience with friends. They are utilizing multiple social media platforms. The biggest change they have addressed is understanding that hotels is only 25% of the experience, they are now marketing to get the other 75%. They understand that the smaller towns around Peoria have lots to offer in addition to Peoria. Their new focus is to promote Peoria as a "wholesome remote experience". Bringing visitors will increase the quality of life due to intake of tax dollars. Before the Covid-19 pandemic, the area saw over \$600 million in local travel and tourism spending, made up of 7 counties. Tazewell County saw a 7% growth in spending while the other surrounding counties saw about 4% in growth. J.D. revealed their new identity change to "Discover Peoria". He explained that Peoria is the top key word in a search but once the visitor is in the area, they are spending money in surrounding areas so they want to help promote the surrounding communities

by creating a similar campaign. They created a “Discover Washington” campaign to work in partnership with Peoria. They created a micro-website to promote events in Washington. It provides a “partner portal” for businesses to update their own listing details and receive private messages from Peoria Area Convention and Visitors Bureau. J.D. shared that they will be interviewing Five Points Marketing Director, Llyod Kirby on Wednesday mornings to promote Five Points events. J.D. shared that print materials are going to showcase the emotional side of our communities. The Mayor asked if it is possible that the Washington Chamber of Commerce share resources with the Peoria Area Convention and Visitors Bureau and Kristy responded that the partnership website could have positive possibilities. Kristy stated that she will follow up with them to explore the idea of a partnership. Ray added we have budgeted \$15,000 to bring back to Council to approve for this.

- C. Proposed Amendment – Residential Waste Contract Waivers – City Administrator Ray Forsythe sought feedback from the Council concerning Washington residents who have a Washington commercial waste contract, but would like a residential waiver that would allow them to use their commercial facility to dispose of their residential trash. Currently, Washington based businesses who don’t use PDC cannot get a waiver. Washington based business who use PDC can get a residential waiver. This amendment is asking for residents who own non-Washington business to be allowed to receive the waiver if they have PDC as their waste provider. Alderman Dingleline stated that it would not be fair to PDC if we grant waivers to people who don’t have home service. He also shared that they should require PDC for all residents regardless of their business accounts. Alderman Cobb shared a concern that allowed people to keep garbage for weeks before it is taken away and could result in a safety issue. Alderman Stevens stated that it could also lead to hardship to City staff as well. After direction from the Council, the City Administrator will leave the ordinance as it stands.
- D. Update on Amending the Rules of Procedure – City Administrator Forsyth noted upon open of discussion that in section 5.3 we would need to strike the last sentence because it does not meet the Open Meeting Act. He shared that the previous Rules of Procedures was drafted in 1983, except for a section on public comments that was revised in 2017. Council reviewed the rules in order to update the language. Language changes were made to correct dates, times, and order of business to reflect current agenda. Council discussed the current process of using Roberts Rules of Order that directs Council voting to take place alphabetically. Alderman Butler suggested we rotate alphabetically by vote. He also wants to clarify the language regarding scheduling meetings so we are not required to hold a meeting if we do not have agenda items. Alderman Cobb agrees that language should be reviewed. Alderman Stevens shared that if section 5.5 is made an ordinance, we cannot adjust to reflect Ray’s suggestions. She also voiced concern about legal opinions being distributed to all members of Council instead of just those involved. Alderman Adams agreed. Alderman Stevens also reviewed section 5.3 concerning how members of Council get items on agenda. The Mayor shared that the “Alderman’s Comments” section on the agenda is normally used for community shout outs. Alderman Stevens asked when an Alderman’s comments would be addressed. The Mayor responded that questions should be answered during the committee reports. Alderman Adams agrees. Alderman Stevens asked to clarify how a Council person would get something on the agenda. Ray responded that a motion would be made and discussion would be at the next meeting. Alderman Cobb clarified that it needs to be at Committee of the Whole meeting, not a Council meeting. Ray shared that he will change anything that violates the Open Meetings Act and meeting time statements. The Mayor shared that it should be permitted to move an item up on the agenda that may have many people in attendance. It was decided to bring this subject back to the next meeting for further review with no action anticipated at that time.
- E. Council Goals Update – City Administrator Forsythe restated goals number 1, 2 and 4. Jon Oliphant shared regarding goals 2 and 3 that he received a statewide planning and research grant through IDOT that will reward about 80% of project funding. This will likely be approved to start later this fall. Jon also shared information about goal #4, which involves the 223 property and the creation of a master development plan. Ray Forsythe stated that we have identified a funding source through Senator Brady to ease the budget and let the project planning start sooner than anticipated. Ray stated that 223 is a priority and would like feedback from Council as to keep this with goals #1 and 2 or review it and bring it back later, separately. Several Alderman expressed desire to bring back separately. Ray shared that goal #3 is essentially completed with help from Dennis, CMT and the direction from Council. Ray shared that the facilities assessment portion is being used by Dennis as a guide for future spending patterns and maintenance spending plans and reconstruction work. He also shared that they were able

to use funds from last year's budget to begin the Hilldale project. Goal #5 is currently in the process of review with the City Attorney and City Clerk and others to make procedures more efficient. Goal #6 was completed through the adopted budget and we will continue evaluate Lawndale and Holland projects. Joanie shared details about the implementation of new financial software. She shared that the old system will be terminated next week and the new system goes live on July 27, 2020. Payroll will be launched the following week and the Employee Portal goes live on August 10th. Joanie shared that this system change will allow us to provide reports in a timely manner. She also shared that the audit starts July 11<sup>th</sup>. Council will be given a web portal to submit inquiries and run reports. Ray shared that we are reviewing COVID-19 plans. He also shared that local sales numbers were up during COVID-19 but the biggest concern is the impact on income tax due to the COVID-19 shut-down. Ray anticipates that we will likely take see a negative impact. Alderman Stevens shared that the Tazewell County Clerk is producing a booklet at the end of July explaining how people run for office and the roles and responsibilities of the Council. Ray shared that we will look into it.

5. Other Business – Alderman Adams shared that he noticed issues with the “Brunk’s building” while visiting the Walldogs site. He is concerned about the front of the building that is crumbling and noted that a portion of the sidewalk is closed for safety. Ray stated the we will be reaching out to get some direction then reaching out to Finance and Personnel next week. Mayor noted that he saw bricks in the the road that had fallen during the previous night’s storm and bounced off the awning. Mayor asked that Alderman Cobb review this with Jon and Ray for a solution
6. At 8:31 p.m. Alderman Cobb moved and Alderman Adams seconded to adjourn. Motion carried unanimously by voice vote.

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Valeri L. Brod, City Clerk