

City of Washington
Public Works Meeting
REMOTE MEETING VIA ZOOM
Monday, February 1, 2021 – **Minutes**

The meeting was called to order by Chairman Mike Brownfield at 5:00 p.m.

Present: Alderman Mike Brownfield, Alderman Brett Adams, Alderman Dave Dingledine, Mayor Gary Manier

Also Present: City Administrator Ray Forsythe, Planning and Development Director Jon Oliphant, Public Works Director Kevin Schone, Utilities Superintendent Brian Rittenhouse, City Engineer Dennis Carr, Alderman Lili Stevens and Alderman Daniel Cobb, John and Sharon Amdall.

AGENDA

1. Non-member Aldermen Wishing to be Heard on Non-Agenda Item:
 - A. Has a date been set for brush pickup? Ray announced said that we would start February 1, but it is all dependent upon when crews can transfer from snow to brush pick-up.
2. Citizens Wishing to be Heard on Non-Agenda Item: *None*
3. *Alderman Brett Adams motioned to approve minutes from the January 4, 2021 meeting. Alderman Dingledine seconded the motion. The minutes as stated were unanimously approved.*
4. Business Items:
 - A. **Overview of Public Works – Employee and Equipment Considerations**

[Docs](#)

The Public Works Department consist of the Public Works Director, Utilities Superintendent, Street Department, two Water Treatment Facilities, one Wastewater Treatment Facility (there were two until 2020), a Distribution and Collections Department and one Mechanic. In addition to the Public Works Director and Utilities Superintendent there are 21 full time employees, a seasonal Cemetery Sexton, 3 seasonal mowing employees, and anywhere from 2-5 short-term employees each year.

Staff is seeking feedback in making the Cemetery Sexton's position fulltime to provide much needed support to the City Mechanic's position as well as potentially providing building maintenance at city hall and the police department. This position would also be required to plow snow during the snow removal season and be responsible for the cemetery at all times of the year. Staff is seeking feedback for adding one employee to the Distribution and Collections Department. This is in addition to having the third position at the water treatment plant provide support to this department at times during the years when projects like valve turning, sewer jetting and televising, manhole adjustments, hydrant painting, and any other projects are being done.

Staff feels the equipment listed above are needs that will allow us to do more work ourselves, when we need to, and allows us to not be dependent on if a piece of equipment is available for rent. Staff recognizes the need to be fiscally responsible and is deferring equipment that is scheduled for replacement when it is determined the piece of equipment is in good condition.

Staff also feels that the projects listed above are a benefit to the residents and are also needed. Some of the projects are in the Capital Improvement Plan and some are projects that have been neglected for years such as ditch cleaning and culvert replacement.

Comments:

Some discussion on renting versus owning an asphalt paver. When owning a paver, we can be more understanding when bad weather occurs. When we rent for a month, what happens if there are three weeks of rain?

Regarding the staffing, Councilman Adams suggested seeing all the costs laid out, including insurance and retirement. Cost of doing the work inhouse with City staff versus hiring the work out. Ray mentioned that we can do some employee forecasting. The cost of hiring now versus the cost of the employee(s) five years out.

Regarding fleet management. Ray started off by mentioning that getting help for fleet is very important. Mick Brownfield agrees that that is something that needs to be looked at. Todd Baker is also a few years from retiring. Alderman Dingledine also reiterated that 64 vehicles is a lot of responsibility for one person. What happens if he becomes ill and is out for a week? What do we do? Its necessary to have staff and a plan in place to keep the City working and functioning regardless if one person is out.

Councilman Brownfield broke up a dogfight in his basement.

Feedback: Brownfield doesn't think that PW is asking for things that are unreasonable, but we also need to be fiscally responsible and background information. Brett Adams is all for doing stuff inhouse that will save money. Many of these decisions are easier made when we see numbers on paper. Dave Dingledine added that ome things are beneficial done in house, sometimes is not. And we may be able to increase the scope on some of these projects if the project is pushed out a few years versus rushing to get them completed in a month or two.

Ray wants to make sure that the committee is interested in what we are pursuing so that we are moving in the right direction and have support when we move to council.

B. Overview of Engineering – Employee and Equipment Considerations

We are responsible for the administration of Capital Projects, the use of our Motor Fuel Tax, the design of projects around the city, and coordination with other government agencies and consultants. The Engineering Technician also assists with snow removal. This department is staffed sufficiently.

Staff is seeking feedback for the potential projects and studies listed above. Staff feels the equipment listed above needs updated to allow us to do more work ourselves and update our GIS mapping more efficiently. Staff feels the training listed above will make the staff more knowledgeable and more capable in day-to-day operations.

[Docs](#)

Comments:

Dave Dingledine sought clarification on the water main project. Project involves upsizing to 12 inch water main for water tower #3, from H3 Steel down to Constitution.

Mike Brownfield asked about the bridge course. How long does a bridge inspection class? The course itself is two straight weeks. It's a multiple year certification and you simply have to retest if they update items. IDOT just updated bridge inspection standards. Each bridge needs

an in-depth inspection and stream profile. It is recommended if they do it this year and we can continue with the inspections next year.

Just need to see numbers to see what we can and cannot make work this year.

C. 2021 Landscaping Maintenance/Watering RFP

Staff has solicited bids for the annual watering and maintenance of the perimeter Square planters/parking lot landscaping and the four community entrance signs that have landscaping for several years. Last year's bid also included watering and maintenance of City Hall, Police Department, and the Veterans Memorial at Glendale Cemetery following the 2019 retirement of the City custodian, who had previously done much of this work. Finally, the bid document provided for the watering of annuals and decorative grasses that will be within a planter that was constructed last fall on the Brecklin's BP lot. Plants will be installed in that planter this spring and the Garden Club has historically maintained the landscaping in a planter that has been in that location for many years. Additionally, the Garden Club has maintained the planters within the interior of the Square.

The contractors are asked to provide bids for the watering based on an average of three days a week (depending on the precipitation for that week) through September for the northeast Square parking lot, all planters on the Square, and the four entrance signs that have or will have annuals and decorative grasses. An average of one day per week was allocated last year for the southeast Square parking lot, City Hall, and the Police Department.

The maintenance of the perimeter Square planters, four entrance signs, two Square parking lots, and trimming of the bushes and removal of undesired growth on the east side of City Hall has been done three times per year. Maintenance at the other areas at City Hall and Police Department were done one time per month, though staff realized by the summer that this was not often enough. Trimming and spraying around the Memorial has been emphasized in the days and weeks leading up to Memorial Day and Veterans Day. Last year's bid document is attached.

The current FY 20-21 budget includes \$12,000 in TIF, \$10,000 in Streets, \$5,000 in City Hall, and \$3,000 in Cemetery for the assorted work. The upcoming FY 21-22 budget would be based on any changes to the current watering and maintenance arrangement. An advertisement for the work will be released in the coming weeks

[Docs](#)

Comments:

Jon Oliphant explained this topic. The City is looking for feedback on annual watering and maintenance landscaping arrangement. Do we want to do anything different this year than in past years?

Jimax out of Peoria had the contract for the past two to three years for approximately \$12,000. The City was way under budget this past year. Had nearly \$25,000 budgeted for this work.

Alderman Brownfield asked if the City has a tank it can use to water. We do, Alderman Dingleline explained, but many citizens thought it was a waste of time to have City employees water plants.

Around City Hall, Becky Holmes spoke to a neighbor to help maintain the outside areas and flowers around the facility.

D. Centennial Recreation Trail Engineering Overage

With the City not being the property owner, the relocation of this aerial lines would now be at the cost of the City and was estimated at over \$120,000. Staff decided that the path would be cheaper to construct if we shifted the path to miss the poles. This new alignment would reopen the Phase 1 design and have to be resubmitted to IDOT for approval.

This alignment change and PDR addendum was outside of the scope to their project. The additional design cost and the addition of some ROW Acquisition is significantly cheaper than relocating multiple Ameren Power Poles. With the realignment approved by IDOT, the consultant is working diligently to finalize the plans and get them submitted to IDOT for review. The project is on schedule for a June State letting as long as the land acquisition can be completed with Meijer.

The overages occurred for the Phase 1 contract were \$8,535.10. (Alignment change, ESR Addendum, new property ROW coordination, Additional IDOT Coordination).

The overages occurred on the Phase 2 contract are \$11,260.50. (Alignment Change, Resubmit PDR for Approval, ROW Linework Changes and Subsequent Document Changes, Additional Utility Coordination) Recommendation/ Committee Discussion

Summary: Staff recommends that the PW move this to the City Council agenda this evening for approval. Action Requested: Move the Design Engineering Overages with Maurer Stutz for the amount of \$19,795.60 to the City Council agenda for approval.

[Docs](#)

Comments:

Alderman Dingleline reiterated that this project is giving many a headache. The company is within 1-2 weeks of having total designs done. It would not save the City any money if we end project today. We have to keep moving forward and complete the project.

Alderman Dingleline made a motion to move the topic to Council this evening. Brett Adams seconded the motion.

E. Fire Department Generator Replacement Consideration

Public Safety has budgeted for the replacement of the generator at the firehouse in the current FY. This generator is approximately 22 years old and is still providing back up power to the fire department in emergencies. The problem with this generator is the components that make the generator run are not readily available when needed because they are not caterpillar parts, meaning it is less reliable in an emergency. Because of this, staff has requested a quote from Altorfer for a new generator and RNS Electric for installation services. The new generator, if approved, would be a diesel unit which is a change from the current natural gas unit.

The Cat generator from Altorfer uses Sourcewell, a nationwide purchase program, fulfilling the competitive bid requirements. Other supporting site work for this install will be completed by city crews, such as iron and concrete work. RNS Electric has supported the generator installations at both City Hall and the water treatment plant. RNS also supports many of the other projects completed at the treatment plants and elsewhere and as such staff recommends approving Altorfer at \$21,500 for purchase of a new generator for the fire department, and RNS Electric at \$6575 for installation services, for a total cost of \$28,075, and not to exceed amount of \$32,000 to allow for any unforeseen problems during installation.

[Docs](#)

Comments:

Dave Dingledine asked about the cost of the transfer switch. The transfer switch is \$5,612.00. Only makes sense to do the whole thing and be thankful that we had 22 years with it.

Motion to move onto Council? Motion to move by Alderman Adams and seconded by Alderman Dingledine.

F. Storm Water Study

While going through the current budget and next year's budget, we have noticed that there is a line item with \$500,000 in it. Stormwater study could be impactful. The intended opportunity would be to make sure GIS maps are updated. Chosen consultant would also identify future funding. Should we sent out request for proposals for study?

Comments:

Mike Brownfield says that this should go in front of the whole council. Dave Dingledine definitely thinks this needs to be done at some point.

5. Staff Updates – ***none.***

6. Other Business – ***none.***

7. Adjournment - Meeting

Motion approved by Alderman Adams, seconded by Alderman Dingledine. Meeting adjourned at 6:30PM.