



**City Council Meeting Minutes**  
**Monday, March 7, 2022 at 6:30 p.m.**  
**In a banquet room Five Points Washington, 360 N. Wilmor Road, Washington, Illinois**

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**Call to Order** Mayor Manier called the regular meeting of Monday, March 7, 2022 to order at 6:30 p.m. with a quorum present.

**Roll Call** Present: Adams, Blundy, Boyles, Brownfield, Butler, Stevens and Yoder  
Absent: Dingledine

**Also Present** City Engineer Dennis Carr, Public Works Director Kevin Schone, Planning and Zoning Director Jon Oliphant, Finance Director Joanie Baxter, Utilities Superintendent Brian Rittenhouse, Police Chief Mike McCoy, Deputy Police Chief Jeff Stevens, City Clerk Valeri Brod, City Treasurer Abbey Strubhar, and City Attorney Brittney Miller

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**Approval of Remote Attendance** N/A

**Pledge of Allegiance** All stood for the Pledge of Allegiance lead by Mayor Manier.

**Announcements and Proclamations** Mayor Manier introduced the Washington Middle School 8<sup>th</sup> Grade girls and boys basketball teams. He recognized that many local athletic teams have done a great job achieving titles including cross country, swimming, and wrestling. Mayor Manier read aloud the Proclamation declaring the week of March 7<sup>th</sup>-14<sup>th</sup> as "Washington Middle School 8<sup>th</sup> Grade Girls and 8<sup>th</sup> Grade Boys Basketball Week" which also includes orange lighting on the Square.

*Washington Middle School 8<sup>th</sup> Grade Girls and 8<sup>th</sup> Grade Boys Basketball Teams Recognition* Alderperson Adams moved to approve and Alderperson Yoder seconded.

Motion carried by roll call vote:

Ayes: 7 Adams, Blundy, Boyles, Brownfield, Butler, Stevens, Yoder

Nays: 0

The WMS Boys Basketball Coach, Adam Staggs shared that they had high expectations of going to state and they worked hard to achieve their goals.

The WMS Girls Basketball Coach, Reggie Durcholz shared that they are a group that refuses to quit. He shared details about their Regional and Sectional games. Coach Durcholz shared that there is Youtube video that can be viewed and you can see the energy with the players and the crowd.

Mayor Manier recognized the WMS Cheerleaders also. Cheerleader Chloe was present and said they cheered on the team. Coach Durcholz recognized the cheerleader's efforts. Alderperson Adams stated that they were great games to watch. A round of applause and standing ovation by all those in attendance, honored the student athletes.

**Citizens Wishing to be Heard** Renee Lee provided her insight regarding the new Five Points policy to not allow non-members under the age of 18 in the weight and gym areas, even if they have a prepaid pass.

Ms. Lee stated that the Washington Police Department offered to intervene and provide extra supervision. Ms. Lee stated that it is not right to take money from a patron then not allow them to use the facility. She shared that she was only given the option to wait out the policy or purchase a membership.

**Review Agenda** The agenda was reviewed and stood as presented.

**Consent Agenda** Mayor Manier presented the Consent Agenda for approval of the following items:

- A. Approve Minutes of February 21, 2022 Regular City Council Meeting
- B. Accept 2021 Cemetery Board of Managers Annual Report
- C. North Street Culvert Pay Request #2 - Final
- D. Hilldale Pay Request #9 - Final
- E. Chemicals-Bid Award
- F. Bid Award CIPP Assistance
- G. Softener Salt Bid Award
- H. Concrete Assistance Bid Award

Aldersperson Brownfield moved and Aldersperson Butler seconded.

Motion carried by roll call vote:

Ayes: 7 Adams, Blundy, Boyles, Brownfield, Butler, Stevens, Yoder

Nays: 0

**Finance & Personnel Committee** Finance and Personnel Committee Chairman Butler shared that there are no business items to bring forward at this time.

**Public Safety Committee** Public Safety Committee Chairman Adams shared that there is one ordinance that will be presented this evening and introduced Police Chief Mike McCoy and Deputy Police Chief Jeff Stevens to provide department updates. Chief McCoy stated that they sent out their report and a Fire Department report went out as well.

**Public Works Committee** Public Works Committee Chairman Brownfield introduced Utilities Superintendent Brian Rittenhouse about the Backhoe Replacement Purchase. He shared that they used Sourcwell to satisfy the competitive bidding process. Mr. Rittenhouse noted that the quote from Martin expired last month and has increased \$1,669.00 which makes the new final price \$96,600. He also noted that this was budgeted for \$116,000. Mr. Rittenhouse shared that by purchasing another John Deere, their department would then have identical backhoes and they wanted to get this process started due to lags in the supply chain.

Aldersperson Brownfield moved to approve the amended price of \$96,600 and Aldersperson Stevens seconded.

Motion carried by roll call vote:

Ayes: 7 Adams, Blundy, Boyles, Brownfield, Butler, Stevens, Yoder

Nays: 0

Utilities Superintendent Brian Rittenhouse shared details regarding the Wastewater Treatment Plant Mower Purchase. He noted that this is a scheduled purchase and they reached out to Burris Equipment for a Sourcwell quote. Mr. Rittenhouse shared that Burris has supplied two other pieces of equipment and it has gone well. The final cost would be \$29,923.38 and \$30,300 was budgeted. Mr. Rittenhouse explained that they are again trying to get ahead of supply chain issues and won't take possession of the new mower before May 1, 2022.

Aldersperson Brownfield moved to approve the purchase and Aldersperson Adams seconded.

Motion carried by roll call vote:

Ayes: 7 Adams, Blundy, Boyles, Brownfield, Butler, Stevens, Yoder

Nays: 0

Public Works Director Kevin Schone shared details regarding the Hot Mix Asphalt Bid Award. He shared that bids were opened on February 2<sup>nd</sup> and it was for approximately 1,000 tons of hot mix asphalt. He also shared that the Street Department uses this for street maintenance, patching, restoration and sewer and water repairs. Mr. Schone stated that this is an estimated quantity and we are not obligated to purchase the full amount. He stated that two suppliers provided bids and after the bids were opened, they were contacted by Tazewell County Asphalt who stated that they didn't know about the opening. Mr. Schone allowed Tazewell County Asphalt to submit a quote late and asked for approval of both River City Supply and Tazewell County Asphalt, which would allow the City to use Tazewell County Asphalt in the event that River City can't provide the specific product needed. Mr. Schone noted that bids had gone up a little since last year but the final bid and quote were the same.

Aldersperson Brownfield moved to approve accepting both quotes and Aldersperson Butler seconded.

Aldersperson Brownfield shared that if these were to go back out to bid, the bids would come back higher.

Motion carried by roll call vote:

Ayes: 7 Adams, Blundy, Boyles, Brownfield, Butler, Stevens, Yoder

Nays: 0

Public Works Director Kevin Schone shared details regarding the Weed Spraying Bid Award. He shared that this is an annual bid and two bids were received. Golf Green was \$12,870 and Jimax was \$12,620. Mr. Schone noted that there are sufficient funds budgeted in each department for weed spraying. He also noted that Jimax was a little lower but they have experienced quality control issues in the past. Mr. Schone stated that staff recommends awarding the bid to Golf Green because of their quality.

Aldersperson Adams moved to approve and Aldersperson Yoder seconded.

Motion carried by roll call vote:

Ayes: 7 Adams, Blundy, Boyles, Brownfield, Butler, Stevens, Yoder

Nays: 0

Chairman Brownfield introduced staff to provide the following updates:

Mr. Rittenhouse shared that they are continuing to demolish Waste Water Treatment Plant #1 and they are doing work themselves to save money.

Mr. Schone shared that they have been discussing new Illinois law that was approved in February that prohibits acquiring potential employees and training them to take a CDL test because they need to be officially trained. Mr. Schone found a company that will train the trainer which would certify two people in the Public Works Department to be trainers for potential new employees at the cost of \$9,600. Mr. Schone noted that this would require us to keep a lot of records for each new hire or we have to hire someone with a CDL knowing that some people with CDLs might not have other desired training such as sewer or waste water certifications. Mr. Schone also shared that there are still three commodities to be bid; plant watering, tree maintenance and concrete supply.

City Engineer Dennis Carr shared that concrete work has started on Centennial, the Hilldale project is on IDOT's Contract Bulletin and is looking at March bid opening and April start date, they had a meeting about the stormwater study, our stormwater study is being used and an example project for a conference in Bloomington, estimates look to be about \$21 million in projects and that doesn't include surface drainage and ditches and Trails Edge 9 and 10 should start soon.

Planning and Zoning Director Jon Oliphant stated that he didn't have anything to share at this time.

**Mayor** Mayor Manier provided the Re-appointment of Don Twaddle to the Glendale Cemetery Board of Managers.

Aldersperson Brownfield moved to approve and Aldersperson Stevens seconded.

Aldersperson Stevens said she will be voting for him and requests that they receive information when people are appointed or reappointed.

Motion carried by roll call vote:

Ayes: 7 Adams, Blundy, Boyles, Brownfield, Butler, Stevens, Yoder

Nays: 0

**City Administrator** City Administrator Jim Snider provided the following information regarding the Budget Review Groups 2 & 3 - General Fund, Capital Project Funds and Related Special Revenue Funds: Mr. Snider referenced links that were provided on the agenda and contain detailed information. He thanked Joanie Baxter for her many years as Finance Director and Certified Public Accountant. Mr. Snider highlighted that we are looking at a 0.8% increase for the fiscal year, we have a 2.5% general wage increase which was caused by the CPI and affected the salaries of the Mayor, Clerk and Treasurer with a 7.4% increase. Mr. Snider also noted the effects of global issues such as the economy, the bond market, world events with Russia and gas prices. He also noted that other than department heads, employees receive longevity increases. Mr. Snider stated that the projected ending balance is \$9.6 million and the General Fund is 62% of the total budget. He commended the City on their past financial practices and reminded everyone that the state has started collecting an Internet Sales Tax which they have finally started to share with municipalities. He noted that this will be helpful and provides some sustainability.

Ms. Baxter provided the following updates:

- The restricted funds such as ARPA, that have specific purpose, were separated out because they should not be included with unrestricted funds.
- The General Fund summary pulls in everything from different departments and shows a \$9.6 million balance.
- This also includes the full \$2.1 million that we anticipate we will receive for ARPA.
- Aldersperson Blundy and Ms. Baxter clarified that ARPA is a federal grant and we don't have restrictions on investing the ARPA funds.
- Moving forward, we are planning to spend on projects that will use reserves.
- We want to keep 25% of revenue in reserves.
- Even with ARPA pulled out, we still have 46% in reserves.
- This is a draft document, as we are still working with other departments.

Aldersperson Stevens asked for clarification regarding the Social Media Archiving Subscription spending. City Clerk Brod shared that this is a service contract used to back-up social media postings which is required to be provided information in the event of a FOIA request and this is required of all official accounts.

Ms. Baxter shared:

- We are anticipating a favorable renewal in health insurance.
- We are conservative when budgeting for this because an employee getting married could raise the budget.
- The big items are done and this will help the budget.
- There are a few small projects that are budgeted that did not get done last year.
- We are waiting on quotes from IT360 that will be provided later.
- A few contractual items need to be completed including the phone system.

The following information was provided regarding the Street Department:

- There are slight decreases.
- Professional went down \$11,000.

- DOT software increased.
- Lease/Rent Expense and purchase equipment decreased.
- Purchase Building/Property shows an increase due to improvements to the Legion Road facility and touchless entry and items.
- Streets and Roads Construction shows an increase due to sealing, Rec Trail maintenance, N. Cummings Road mill and overlay, Shellbark Rehab and other crack sealing. This shows a \$333,000 increase.

Alderson Stevens asked for clarification regarding crack sealing and how long it helps keep a road before mill and overlay is needed. Mr. Carr shared that crack sealing is just to keep water out and it was noted that N. Cummings Road has had recent crack sealing but now needs mill and overlay. Alderson Stevens provided the need to use the new message board for those who are not on social media.

The following information was provided by Chief McCoy and Deputy Chief Stevens regarding the Police Department:

- There is an increase in Legal Fees that will be needed for collective bargaining.
- There is an increase in Professional Fees which are needed for a state mandated officer evaluation.
- There is an increase in Communications needed for in-car video and data connections.
- Membership dues will be \$5,300 for PMEG.
- Training costs will be about the same.
- Software will see a minor increase.
- We are not counting on the ETSB grant to offset 911 costs.
- Capital expenses increased due to in-car video replacement needs.
- Purchase Building and Property increased due to the purchase of an evidence building which we hope to use grant money as well. It was noted that ARPA money may be able to be used.
- It was noted that there is a backlog of ammunition and supplies.

Alderson Blundy clarified that the building is in the budget but if we don't get the ARPA funds, we won't build it. Mr. Snider agreed that this is a special project and it is placed in the budget, only if we get the funding source for it.

Mr. Oliphant shared the following information regarding Tourism and Economic Development:

- The Washington Tourism Grant will increase from \$5,000 to \$10,000 to be used for additional events this year as well as digital marketing through videos.

Mr. Oliphant shared the following information regarding Planning/Zoning/Code Enforcement:

- Personal inspections will increase with a new Life-safety Inspector.
- GIS Assistance could decrease the CloudPoint budget item need.
- The Comp Plan shows a significant decrease. An IDOT grant paid for about 80% of the project and it is mostly complete with only a little FY 22/23 overlap.
- They would like to leave minimal funds for implementation of whatever is chosen.
- They are considering new ArcGIS Urban Software purchase that will help provide data for new or existing projects.
- There is a desire to purchase a drone to help with code enforcement and sight inspection and Planner Aaron Paque is a certified drone pilot.

Mr. Snider noted that we will need to identify other funding sources for future needs. He shared that our current Telecommunication Tax rate is 5% but could possibly go up to 6% if we choose. A brief discussion took place regarding the new internet sales tax and the shift in tax revenue sources. Mayor Manier shared that revenue from gambling sources is about \$35,000 and is about the same every year.

Mr. Snider presented the following restricted Special Funds:

- These include Police Special Projects Fund, Cemetery Fund, Emergency Management Agency Fund, MFT Fund, TIF Fund and Stormwater Management Fund.

Mr. Snider noted items listed on the detailed overview including the following Capital Projects Funds:

- Freedom Parkway/Lakeshore Drive Improvement Fund that is anticipating bids to come in about 30% more than original bids.
- He noted these are exceptional times with increased fuel costs and inflation and if we delay a project there is risk of another 30% increase.
- Hilldale Avenue Improvements, Safe Routes to School, the Rec Trail, Lawndale and Holland are provided on the detail overview.
- Mr. Carr shared that these may creep into the Fiscal Year 22/23.
- Mr. Snider stated that we are hopeful that proposal for the 223 property will come forward.

A brief discussion occurred regarding the timing of the Freedom Parkway Project. It was noted that Council will need to make some economic decisions that will impact the timing. A brief discussion took place regarding the process of developing the 223 property. Mr. Snider stated that calls come in and that information will be shared with Council as things progress.

Mr. Snider introduced Chief McCoy to share details regarding the three personnel items. Chief McCoy provided the following details:

- He shared details regarding other local municipality's populations verses the number of officers.
- The FBI recommends 2.2 officers per 1000 residents which would equal 37 officers in Washington to get the correct ratio.
- The drug trade in Washington is out of control and more officers would help.
- The advantage of adding a MEG unit officer is having access to all the MEG unit officers.
- We are doing a good job with what we have but adding one dedicated MEG unit officer will help.
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Aldersperson Adams stated that he had doubts but the drug issues are not going away.

- Chief McCoy shared that last week, 3.3 pounds of marijuana as well as firearms were seized.
- Chief McCoy would like to move a part-time employee to a full-time position and noted that she already gets insurance. She will also be an evidence technician.

Mr. Oliphant shared that having someone in the office only eight hours a week for CloudPoint isn't enough and he has enough work from Planning and Public Works for a full-time position. Aldersperson Brownfield acknowledged the workload and noted that we already have the equipment at City Hall.

**Adopt Resolution**  
*Preliminary Plat for  
Williams Subdivision*

City Administrator Jim Snider provided the first reading of the following ordinance, by title and brief synopsis: The following resolution would approve the Preliminary Plat for Williams Subdivision, zoned R-1 and located at approximately 501 School Street.

A brief conversation took place regarding who will maintain the street.

Aldersperson Brownfield moved to approve and Aldersperson Stevens seconded.

Motion carried by roll call vote:

Ayes: 7 Adams, Blundy, Boyles, Brownfield, Butler, Stevens, Yoder

Nays: 0

**2<sup>nd</sup> Reading Ordinance**  
*Gaming Terminal Fee  
Adjustment, Required  
by P.A. 102-0689*

City Administrator Jim Snider provided the first reading of the following ordinance, by title and brief synopsis: The following ordinance would amend Chapter 136 of the Code of Ordinances of the City of Washington, regarding the regulation of licensed video gaming, changing the annual fee from \$50.00 per video gaming terminal to \$300.00 and declaring that any fees imposed under this section shall be shared equally between the licensed establishment and gaming terminal operator as per the Illinois Public Act 102-0689.

Aldersperson Adams moved to approve and Aldersperson Yoder seconded.

Motion carried by roll call vote:

Ayes: 7 Adams, Blundy, Boyles, Brownfield, Butler, Stevens, Yoder

Nays: 0

**2<sup>nd</sup> Reading Ordinance**  
*Intergovernmental  
Agreement with  
Tazewell County for a  
County approved  
Recycling Collection  
Program*

City Administrator Jim Snider provided the first reading of the following ordinance, by title and brief synopsis: The following ordinance would authorize the Mayor and City Clerk of the City of Washington, Tazewell County, Illinois, to enter into an Intergovernmental Agreement between the City of Washington and County of Tazewell for a County approved recycling collection program.

Mr. Snider shared that the previous year's grant was \$45,000 and it covered brush pickup and glass recycling. This year's grant is \$18,307. This means the glass recycling will have to be subsidized by the General Fund.

Aldersperson Butler moved to approve and Aldersperson Stevens seconded.

Motion carried by roll call vote:

Ayes: 7 Adams, Blundy, Boyles, Brownfield, Butler, Stevens, Yoder

Nays: 0

**1<sup>st</sup> Reading Ordinance:**  
*Approving the 2022  
First Time Home  
Buyers Program*

City Administrator Jim Snider provided the first reading of the following ordinance, by title and brief synopsis: The following Ordinance would approve the transfer of volume cap for the Assist 2022-First Time Homebuyers' Program.

**1<sup>st</sup> Reading Ordinance:**  
*Approving the Increase  
Home Rule Sales Tax  
0.5%*

City Administrator Jim Snider provided the first reading of the following ordinance, by title and brief synopsis: The following Ordinance would amend Chapter 35 of the Code of Ordinances of the City of Washington, entitled "Taxation" to increase the Home Rule Municipal Retailer's Occupation Tax and the Home Rule Municipal Service Occupation Tax by one-half of one percent.

**1<sup>st</sup> Reading Ordinance:**  
*Approving the  
Adoption of 2022  
Official Map of Zoning  
Districts*

City Administrator Jim Snider provided the first reading of the following ordinance, by title and brief synopsis: The following Ordinance would adopt the 2022 Official Map of Zoning Districts for the City of Washington, Tazewell County, Illinois.

**Aldersperson's  
Comments**

Aldersperson Stevens noted that the Council doesn't have any authority over Five Points procedures. Aldersperson Brownfield shared that communicated has already taken place and Sheryl West will give updates at a future meeting.

**Adjournment**

At 8:16 p.m. Aldersperson Stevens moved and Aldersperson Brownfield seconded to adjourn.

Motion carried unanimously by voice vote.

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Valeri Brod, City Clerk