



CITY OF WASHINGTON COUNCIL REPORT

June 30, 2023

CITY ADMINISTRATION – Jim Snider

- **Chief Mike McCoy honored by St. Jude as an emeritus member of the St. Jude Board in Memphis**

Please join me in congratulating our Chief Mike McCoy who was honored at the St. Jude Foundation last week by being named to the national board as an emeritus member. The link to the ceremony is below. Mike's presentation of this honor begins at the 1 hour and 55 minutes of the video.

Well done, Chief!

<https://alsac.zoom.us/rec/share/spREvY1eJmYqSyhSDJi6pPELMvBa-lHarmzOdwr5ThUmOtYOICya2Blq5OTkP93W.T-8-c0a3681kpX16?pwd=1ZKTeNr7o9sJ5IZB9pGzWaiM5ixfYWZY>

- **Freedom Parkway Extension project begins July 5th.**

The Freedom Parkway Extension project is tentatively set to begin Wednesday, July 5th. The contractor will begin to remove the excess topsoil and fill dirt so there will be trucks entering and exiting the project on N. Cummings and stockpiling the material in the southeast corner of the intersection of the Bypass and existing Nofsinger Rd.

- **Beck's Car Wash – City's return on investment**

The Council's agreement to provide Beck's water service (versus Illinois American Water) has now proven to have been a profitable investment. As of June 26, usage cycle, Beck's has now paid the city \$24,883.05 for water service dating back to the late November 2022 start date of the car wash.

As noted in my council update of November 1, 2022 below – with a profit margin of 87%, going forward we anticipate an approximate free cash flow profit of \$3,200 per month.

Proposed water service for Beck Oil:

As a follow up from last evening's discussion, per our proposed Ordinance setting the water rate for a 3" meter for Beck's water service you will note the rate is \$5.851 per 1000 gallons. Chapter 50.50 of the City's code sets forth our water rates at a price per 1000 gallons. IAWC rates are set as a price per 100 gallons. Their residential rate that we are proposing to charge Beck's is IAWC Residential Rate - \$.5851 per 100 gallons. Simply move the decimal point one to the left to calculate the rate when figuring from 100 to 1000 gallons.

The attached worksheet provided in early May again shows the calculations of Beck's anticipated usage by 100 gallons = \$3,627.62 in monthly revenue. Our approved contract with GA Rich for the water line boring project under BR24 is \$24,116. Beck's is also solely responsible for the 3-inch water meter and connection fee which totals - \$10,343.75.

Operationally, we sell 1.04M gallons of water per day. Beck's 20,000 gallons of usage will increase our daily demand by 2%. Dennis Carr has calculated our treatment cost at \$0.73 per 1000 gallons.

Our profit margin is calculated as follows:

Becks Rate	\$5.85	per 1000 Gal
Treatment	-0.73	per 1000 Gal
Profit	\$5.12	per 1000 Gal
Profit Margin – 87%	87%	

With a profit margin of 87% - The City will generate \$3,174 per month in free cash flow. The \$24,116 investment by the city will paid back in 8 months.

Going forward – we will profit \$3,174 per month in water sales.

- **Hamilton Engineering Presentation**

Howard Hamilton of Hamilton Engineering will be attending the City Council Meeting on July 17. As I reported to you this week, Mr. Hamilton is requesting an additional \$2,000 on top of the previously agreed amount of \$10,000 to present answers to questions about the accuracy of his draft report submitted in 2022. Most of the council members who have responded are agreeable to the additional \$2,000, which is under my spending authorization level.

My plan is to schedule a Committee of the Whole meeting before the Council meeting on the 17th, with a suggested starting time of 6 pm. This would better facilitate an opportunity for council members to have a back-and-forth discussion on the item. As with both our committee and council meeting structure, the meetings are for council members to conduct business. Opportunity for the public to comment is under Citizens Wishing to be Heard. Additionally, members of the public can provide written comments and/or questions ahead of time.

- **Building and Zoning Coordinator Update**

Grant Snow, who has been working in our Street Department, has been hired to be our new Building and Zoning Coordinator. His start date is July 17th. Retired Building and Zoning Coordinator Becky Holmes will continue to work part-time for us to provide mentoring and training for Grant during the next several weeks.

BUILDING & ZONING –

Out of Office

ENGINEERING – Dennis Carr/Ross Fuller

- Stark has completed the installation of new sanitary main on Hilldale. New sanitary service laterals have been installed up to the ROW and connections have been made to the residents' existing laterals. New cleanouts have been installed at the ROW as well. The existing culvert has been demolished and they are currently working to install the encased watermain that will run beneath the new culvert. Roughly 200' of new watermain has been placed and a new tapping valve has been installed on Main St. Work on the culvert is set to resume July 5.
- Been in contact with Ace-In-The-Hole in regards to the spray patch work that will be done as a part of this year's MFT project. Roads have been marked and work will begin July 5, weather permitting. The GIS Specialist created a map that will be posted on the City's website showing what roads are included for this project.
- We have received nearly a dozen curb and sidewalk replacement requests from residents. Approval letters have been sent and we have contacted all residents requesting replacement. Lonewolf has been provided a list of the properties and a description of the work to be done. They plan to start July 5, weather permitting.
- UCM is the prime contractor for the Freedom parkway Job. They have hired Stark as a subcontractor for underground utility installation and dirt work/grading. There is a tentative start date set for July 5. They will be mobilizing equipment

in and then placing silt fence while dodging the potential rain days next week. The Freedom parkway GIS Story Map will be made active and used be kept up to date with pictures similarly to the Hilldale project.

- The Nofsinger project is still slated for the August letting. We are continuing to work with IDOT on a Joint Funding Agreement. The City has never received any type of grant paperwork from LaHood's office so all funding information is coming directly from IDOT's Central Office to the District 4 office. The state is covering the 10% match for the HSIP funds (3 million) and we were allowed to pay part of the construction engineering with the LaHood grant to give us the best chance at using all 4 million and not leaving some on the table.
- Reached out to Stark to ask for a price for watering where ditch grading was done. We were waiting on 3 quotes for watering of the ditch grading areas. We had received 2, but the burst storm we had yesterday appears to have washed a lot of the seed out. We will be watering for a week or two to see if anything germinates or we may need to reseed and straw.
- The review team spent time rating proposals for both Catherine Design and the Nofsinger Construction Engineering. We received 8 proposals for Catherine and 5 proposals for Nofsinger. TWM was selected for the Catherine project and Hutchison was selected for the Nofsinger Project. We are working through contracts with them to be approved on the second council meeting in July.
- IDOT's Bridge Office was in agreement for the closure of the Candlewood Bridge. While we wait for IDOT's bridge inspection team to perform their inspection, we will begin looking into hiring a structural engineer to develop a set of rehabilitation plans for the historic bridge.
- Staff walked the Devonshire curb lines to mark out curb replacement before the Pressure Paving. The curb lines along Devonshire are far and away in worse condition than the pavement. Staff doesn't feel pressure paving Devonshire makes sense before the curb gets replaced. Replacing just the worst areas exceeds current years budget for both curb maintenance and curb capitol projects. We will be bringing this to the Committee of the Whole for direction on adjusting the pressure paving off Devonshire and the future of the Devonshire curb lines.
- Pressure Paving is set to be done the week of July 24th. Hot In-Place Recycling is set to begin the first week of August. UCM is planning to mill and overlay Wilmor and Wilshire starting the week of July 17th. As always, this schedule is extremely fluid and changes with the weather.
- I plan to attend the July Park District Board meeting to discuss the berm project that is one of the 10 Stormwater Priority Projects. This is the project that sits just north of Jackson Street. If the Park Board is not in favor of the project, staff will be moving forward with the Jackson Street Pedestrian Bridge Design Engineering Selection.
- The mayor and I met with John Bearce to discuss his property NW of Washington Estates. There is at least some minor mutual interest in a pond on that property, but further discussions will be needed.
- Hamilton completed his memo and it was sent to council. He has run out of fee and will require additional compensation to attend the July 17th meeting to present to Council.
- The Farm Creek Project Website monthly fees have been transferred to the City Credit Card. We will continue to be billed monthly until this website can be deactivated.

FINANCE – Joanie Baxter

- Audit – started working on the Police Pension Fund.
- Updated MERF listings of vehicles and equipment, reconciling with Enterprise schedules and documentation received.
- Provided calculations for Police negotiations.
- Provided calculations for sales tax sharing payment.
- Participated in several webinars for ClearGov.
- Provided additional information for the property and liability insurance renewal.
- We received the Recycling Grant check in the amount of \$24,839.60.
- Jill processed and I reviewed payroll for June 23, 2023.
- Utility Billing (June 17 – June 30, 2023)
 - A total of three accounts were sent to Collections for May disconnects
 - There were 18 new accounts established in May
 - There were 1,958 bank drafts/direct debit accounts in May or approximately 36%
 - New accounts and account closings processed:
 - 39 ins
 - 32 outs
 - Leak detection through RNI and Sensus Analytics software – 40 leaks were caught and residents/businesses notified

HUMAN RESOURCES – Maureen Chambers

- Our medical insurance, basic life and EAP broker IPBC decided to switch enrollment/management/HRIS platforms from Business Solver to Plan Source. The transition began this week with an initial implementation call. While this doesn't affect City employees, admin staff will be working with IPBC and PlanSource staff through September to clean data, move data to new platform, test platform and implement.
- Recruiting for Public Works Laborer position (Distribution and Collections). Screening applications and looking forward to set up interviews within next 1-2 weeks.
- New Building and Zoning Coordinator will begin duties on July 10. Hired current PW Laborer, Grant Snow, to replace Aaron Paque. Please feel free to stop by and introduce yourself to Grant. We are excited to have him in this role and for him to begin creating relationships with the community.
- Creating a training/orientation program for Building and Zoning Coordinator. While it may not be completely finished by the time Grant joins, it is a wonderful opportunity to start getting a template ready for new hires. Rather than thinking of "onboarding" as a one-day event, we can start seeing it as an expanded "orientation" timeline with three phases (Introduction & Integration, Immersion, Independence). I'd love to put the initiative into the hands of the employee to make sure tasks and skills are accomplished. It also allows for clear expectations to be set between Supervisor and Employee.
- Learning more about Mission Square Retirement Health Savings Account. Need to make some administrative modifications on the back end throughout July but excited to share information with staff and serve as a better resource.
- Finalizing July Newsletter to be distributed July 10.
- Met with employees discussing benefits, terminations, retirement health savings, PIP program, etc.
- Organizing the 2nd Annual CoW Classic. Groups tee off on Friday, June 30. Looking forward to a fun event.
- FINALLY have a demo meeting with Tyler Tech scheduled for July 17.
- Processed handful of retirement/personnel/benefit items/website updates.
- Out of Office: Vacation July 3 – July 7.

PLANNING & DEVELOPMENT – Jon Oliphant

Vacation

PUBLIC SAFETY – Chief McCoy/Deputy Chief Stevens

- Officer Westbrook, with input from several others, has revamped our school mass violence response models. His work included collaboration with local schools, including District 50, whose buildings are outside the City but where an incident would demand immediate response by WPD. We have response exercises planned.
- Planning is underway for National Night Out Against Crime, held locally at Oak Ridge Park on August 1. Washington holds one of the largest regional NNO celebrations.
- Repairs to 2 new cars were to be complete this week, but parts were delivered damaged, which will delay repairs into July, as new parts are still on backorder. Repairs were necessitated by a pre-delivery hail storm at the delivering dealership. Enterprise is handling the repairs while we are not yet being charged for the cars.
- Finishing up training on body cameras for all Officers.
- Joanie sent signed agreement to Dewberry to start on Evidence Room preparation.

PUBLIC WORKS – Brian Rittenhouse

- The Street Department finished the paving projects for this fiscal year. These projects included the cemetery, the Fire Department driveway, Highwoods Street, Herbst Ln, the alley between Highland/Tyler, the alley between Tyler/Lincoln and the water main break patch on the square.
- The Street Department will start annual basin inspections, maintenance and outfall repairs a month early, normally this is done in August. With it being dry out, it is easier to get into basins for maintenance and repairs. Basin maintenance will be weather dependent.
- Staff is waiting to hear back on the WTP #1 roof, if it will be covered by insurance. Once staff has a recommendation it will be brought to Council.
- The Distribution and Collections Department started its Main Line Valve Turning Program and anticipates being finished late July. Annual valve turning is recommended by the IEPA for preventive maintenance. This will be our 2nd year completing this in-house.

- The Distribution and Collections Departments replaced a broken valve at the intersection of Monroe and Lincoln and replaced a valve stem on Deer Ln. On both repairs, residents were notified, in advance, that they would be on a boil order. Both were lifted within 24 hours.
- The WWTP sludge storage tank maintenance was completed. Cady stated that the tank is in good condition for its age. Staff will continue to monitor the cathodic protection to help ensure a long tank life.
- Staff met with Hoerr to go over CIPP lining projects for this fiscal year. Attached is staff's initial project for them to complete. Once completed, staff will determine how much more can be completed while staying within the approved budget.