



CITY OF WASHINGTON COUNCIL REPORT

July 14, 2023

CITY ADMINISTRATION – Jim Snider

- **Special Committee of the Whole Meeting – Monday, July 17th at 6 pm**

As a reminder, we will conduct a Committee of the Whole meeting next Monday at 6 pm prior to the Council Meeting to hear a report from Hamilton Engineering. Our Committee of Whole Meeting structure is more conducive for council members to have a back and forth discussion on the report. 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. Please let me know if you have any specific questions to pass along to Howard Hamilton prior to Monday evening.

- **Approval of Enterprise Zone Boundary Expansion**

The Illinois Department of Commerce and Economic Opportunity (DCEO) has approved our Enterprise Zone boundary expansion application to add the two parcels owned by Miller Custom Welding at the SW corner of West Jefferson and North Wilmor. The business is now eligible to receive Enterprise Zone incentives for a future new construction project.

BUILDING & ZONING –

Out of Office

ENGINEERING – Dennis Carr/Ross Fuller

- Finally, Freedom has broken ground. Stark has been removing and stockpiling topsoil on some farmland across McCluggage that they will then use on the Freedom Project at a later date. Once the topsoil has been stripped, they will start hauling fill dirt to the Nofsinger/Boyd Parkway area to stockpile for the Nofsinger Realignment Project.
- Stark has completed the installation of the new water main on Hilldale. New water services are being installed and will be tied to the new main once the water samples pass and we put the new main in service. Crews are working on the construction of the new box culvert. The second crew will begin work on the storm sewer/sump drain line once the water service work is complete.
- Our GIS Specialist flew the drone over the Hilldale project with the assistance of a licensed drone operator from Millennia. We have updated the slider map on the Hilldale Story Map so residents can see the large hole where the box culvert used to be. Our GIS Specialist took and passed the FAA Drone Operators test and is now a licensed drone operator.
- Staff has been working through contracts for both Catherine and Nofsinger. These contracts are both on the council agenda for approval.
- 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. The weather has held them out but they hope to get started once the weather dries up.
- With Devonshire moving to full reconstruction, staff discussed the next curb capital project (similar to Bellaire). This year we will be replacing the curb along Melvin (High to Elm) and onto Elm a short distance.
- The Nofsinger project is still slated for the August letting. The Joint Funding Agreement and Letter of Understanding for the future maintenance responsibilities of the Boyd Parkway and Nofsinger intersection are on the council agenda for approval.

- After asking for watering quotes for the ditch grading project, we have received ample rain. We will be re-seeding the areas that are not growing grass.
- Pressure Paving is set to be done the week of July 24th. Hot In-Place Recycling is set to begin early August. As always, this schedule is extremely fluid and changes with the weather.
- Due to timing conflicts with Hamilton's presentation, I plan to attend the August 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.
- IDOT released their multiyear program. Business 24 was bumped back to the 2025-2029 window for Engineering, Land Acquisition, and Construction. We have been reassured that the money is still there for the nearly \$50 million project.
- Lonewolf has completed all residential sidewalk and curb replacement requests to date. We have had 12 different residents that have taken advantage of the new 70/30 program so far.
- Lonewolf has also completed roughly 300' of curb replacement on Wilshire and Westgate that was deemed necessary before hot in-place recycling is done.
- We are working with UCM on their schedule for the mill and overlay of Wilmor and Wilshire. Once we receive a date from UCM we will notify the residents along Wilshire.

FINANCE – Joanie Baxter

- Audit preparation:
 - Completed Police Pension Fund, including investment analysis and reconciliations to IPOPIF statements
 - Completed Prepaid Expenses, Deferred Revenue and Long-Term Debt
 - Started working on Grants
 - Jeanette completed Fund Balance, Accounts Receivable and Reimbursements Receivable
- Brian and I continued to work on transition to Stratus for Voice over IP services with Heart Technologies
- Additional training and follow up with ClearGov, DebtBook, and ClearPlans
- Discussing options for digital faxing with Konica Minolta which would provide a more secure faxing method while allowing the elimination of a POTS telephone line
- Discussing alternatives for additional web and email security with IT360
- Jill processed and I reviewed payroll for July 7, 2023
- Utility Billing (June 29 – July 13, 2023)
 - A total of 5,483 bills were processed for July billing, with 472 bills being emailed
 - A total of 465 penalties were assessed for June bills that had an outstanding balance
 - A total of 62 disconnects were processed for July with 25 having a credit balance, 28 owing a balance and nine with a zero balance
 - New accounts and account closings processed:
 - 16 ins
 - 22 outs
 - Leak detection through RNI and Sensus Analytics software – 46 leaks were caught and residents/businesses notified
 - There were 36 new residents in June

HUMAN RESOURCES – Maureen Chambers

- 2nd Annual City of Washington Classic took place June 30 and was a successful event. Many non-golfers or first-time golfers attended and had a great time. Thank you to Brian Rittenhouse for ordering food (Whitey's BBQ) and Shari Parker for picking the food up and helping setup the space!
- Continuing to catch up after returning from vacation last week.
- Planned and scheduled a Lunch and Learn Wellness Event for August 30. "Foundational Smoothie Basics" will be discussed by Dr. Ted Schierer. Event to be held at Washington Fire Department.
- Recruiting for Public Works Laborer position (Distribution and Collections). Setting up interviews for week of July 17.
- New Building and Zoning Coordinator, Grant Snow, began on June 10.
- Attended 2/4 "Executive Impact" training sessions with Dean Heffta. "Building Impact" training for our Supervisors begins on July 26.

- 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.
- Learning more about Mission Square Retirement Health Savings Account. Need to make administrative modifications on the back end throughout July but excited to share information with staff and serve as a better resource.
- FINALLY have a demo meeting with Tyler Tech scheduled for July 17.
- Processed handful of retirement/personnel/benefit items/website updates.

PLANNING & DEVELOPMENT – Jon Oliphant

- The July 5 PZC meeting had two cases: 1) 1) A request to rezone a part of the undeveloped property at the SW intersection of BR 24 and Cummings from C-2 to R-2 (Multi-Family Residential) to accommodate the future construction of 56 units on roughly the southern half of the property (about five acres). That part of the property will be challenging to develop as commercial given its setback from BR 24 and the changing retail environment. The northern half would remain zoned as C-2 with no current plans for development. It would act as an eventual mixed-use development. The residential units would bring substantial utility connection fee and property tax revenue, be within walking distance of nearby commercial development, and assist with drainage issues from that property. An access agreement was approved in 1992 between the City and the Westlake Management Co. HOA that, among a few components, dedicated a 250' long strip of ROW for Lakeshore Drive closest to its intersection with BR 24. Everything to the south of that is private. One means of ingress-egress is allowed and it must be as close to the BR 24 intersection as IDOT would allow. The project engineer is planning on the Lakeshore curb cut being within that 250' area but if IDOT were to require that it be further south, the Westlake access agreement would need to be revisited if development were to ever be considered on that property. Full access would also be planned onto S. Cummings and a right-in/right-out onto BR 24. The PZC unanimously recommended approval after hearing some audience comments. A first reading ordinance will be scheduled for Monday's Council meeting; and 2) A request for a front yard variance at 1601 Timber Rail to allow a future single-family ranch house to be located no less than 10' from the dedicated ROW that would allow for the future construction of a road that could align with Guth Road to the east. The lot is undeveloped and the adjacent ROW was dedicated with the final plat for KaRa Steeplechase Section 3 in 2001. Because this is considered a corner lot due to its location adjacent to two public streets, it has two front yard setbacks of 25'. The PZC unanimously approved the variance request.
- Grant Snow started in his new role as Building and Zoning Coordinator! We're excited to have him in City Hall and have high hopes for him! There has been considerable time going over some of the basic job roles and responsibilities this week and it will be quite beneficial to also have Becky provide any tips based on her experience.
- DCEO has approved the application to expand the Northern Tazewell County Enterprise Zone to include the two parcels owned by Miller Custom Welding at the intersection of N. Wilmor and W. Jefferson. I anticipate construction beginning in the near future.
- A new storage shed building is under construction soon at 1700 W. Cruger.
- I served on a review committee with a few other regional colleagues for the Special Transportation Studies program through the Tri-County Regional Planning Commission.
- I met with the CivicServe staff to hear of some of their planned improvements and the possible implementation of some tweaks to the TIF/development project scoring portal.
- The August 2 PZC meeting will have three cases: 1) A request from St. Mark's Lutheran Church to allow for an electronic message board. Such signs are not typically allowed in residential zoning districts and the church property is zoned R-2 (Multi-Family Residential). The proposed sign would be added to the existing sign adjacent to S. Main. It would allow for the conveyance of church- and community-related events; and 2) A request for an 8' side yard and a 1' distance-between-structure variance at 305 Lynnhaven. This would allow for the replacement on an existing shed with a slightly larger shed; and 3) A zoning code text amendment to provide the acceptable framework for ground-mount solar arrays, as was previously discussed at the April and May Committee of the Whole meetings.
- We have received a Washington Tourism Grant application for the Washington Fine Arts Festival. Chevie and I have reviewed it and support a \$2,000 award, which will assist with equipment rental and entertainment. This will be the 15th year for the event, which will be held August 19-20. Fingers crossed that a major storm does not hit it like last year.

PUBLIC SAFETY – Chief McCoy/Deputy Chief Stevens

- This period's speeding contest winners: 60 MPH on Washington at Elgin (35 zone). Missing the speed limit sign was understandable, as the driver was making a Snapchat video at the time (and received other coupons during this encounter).
- We hope you and your families will come out for National Night Out Against Crime 2023 at Oak Ridge Park on Tuesday, August 1st, 2023 from 5:30PM-8:30PM. National Night Out is all about promoting strong police-community partnerships and neighborhood connections to make our City neighborhoods safer.
- Investigation from a Washington incident led to serving a search warrant in the City and seizure of ounces of cocaine.
- As of July 13, the 194th day of 2023, WPD has worked 172 retail theft cases at Walmart.
- Detectives are investigating a reported juvenile sexual assault and a grooming case.
- Officer Ben Gregory resigned to go to Peoria PD, an agency with a much higher call load. The Police Commission is reviewing candidates and may extend conditional offers prior to the Council meeting. There is additional testing and interviewing after the conditional offer. The next available basic training date is August 31.
- Chief McCoy, Chairman of P-MEG, attended a P-MEG Policy Board meeting, attending to personnel and bodycam issues.

PUBLIC WORKS – Brian Rittenhouse

- The street department has started its annual basin inspections, maintenance and outfall repairs. We will be reviewing property owner and city responsibilities for each basin and structures within the basin.
- The street department has started its yearly street painting. This includes stop bars, crosswalks, turn arrows, parking spots lines and skip dash lines. Tazewell County will be in town towards the end of this month, beginning of next, to complete the larger sections of street painting.
- The street department will be completing a special brush pick, up starting Monday July 7th, as a result of the storm. So far, around 10 residents have contacted City Hall asking for brush to be hauled away.
- The distribution and collections department continues main line valve turning.
- Staff is still waiting on a couple more quotes for the water treatment roof replacement. Quotes at the moment are around \$27,000 for just replacing shingles. Once the shingles are removed the cost of replacing boards, if needed, will be determined then.
- Staff will start the process to surplus the bucket truck and get quotes for replacing the asphalt roller.
- Public works staff is reviewing applications for the vacant distribution and collections position created by an internal transfer. Staff will look to interview 3 to 5 applicants over the next couple of weeks.