



**City Council Meeting Minutes**  
**Monday, April 15, 2024 at 6:30 p.m.**  
**Washington Fire Department Training Room - 200 N. Wilmor Road, Washington, Illinois**

---

**Call to Order** Mayor Gary W. Manier called the regular meeting to order at 6:30 p.m., with a quorum present.

**Roll Call** *Present:* Alderpersons Adams, Blundy, Brownfield, Butler, Martin, McIntyre, Smith, Stevens

**Also Present** City Administrator Snider, Finance Director Joanie Baxter, Planning and Development Director Jon Oliphant, City Engineer Dennis Carr, Public Works Director Brian Rittenhouse, Police Chief Mike McCoy, City Treasurer Abbey Strubhar, City Clerk Valeri Brod, City Attorney Derek Schryer and Press

---

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

**Audience Comments** Washington resident Luke Sawicki stated that he recently had a leak. He shared that a neighbor was contacted by the City regarding leaving a water hose on. He stated the City can tell what time his leak started and wants to understand what flags a leak. He was told by the City that leak notification is a courtesy and noted a technology fee on his bill. He asked if the fee pays for the hardware and software to detect the leak. He was told that the City does not have a formal policy, but they do their best. He noted the number of leaks provided in the Council Report. Mr. Sawicki said his house was not counted as part of that number and he feels Council should put an official policy in place.

Washington resident Patricia Smith thanked Chief McCoy for the officers on Wagner Street. She shared that she saw a person run stop signs but couldn't get the license plate number because she was caught off guard. She has created a petition for sidewalks in her neighborhood and is here to give it to council.

**Review Agenda for Deletions/Additions** Nothing added or deleted at this time.

**Consent Agenda** Alderperson Brownfield motioned to move Item F from the Consent Agenda to Item X, City Administrator's portion of the agenda to allow for discussion; Alderperson Adams seconded.  
8 Ayes: Adams, Blundy, Brownfield, Butler, Martin, McIntyre, Smith, Stevens  
0 Nays:  
Motion carried by roll call vote.

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

- A. Approve Minutes of the April 1, 2024 Public Hearing and April 1, 2024 Regular City Council Meeting
- B. Approve Bills and Payroll
- C. Accept Financial Reports for Period Ended February 29, 2024
- D. Approve Write-off of Uncollectible Accounts
- E. Approve Accounting Software Maintenance and Annual Fees - Tyler Technologies
- F. ~~Approve Electrical Supplier Bid for Street Lights~~ (moved to agenda Item X)

Alderperson McIntyre motioned to accept the Consent Agenda; Alderperson Butler seconded. Alderperson Stevens asked about the re-codification item in Bills and Payroll, Finance Director Baxter invited Clerk Brod who explained that it is still ongoing and the delay is in part due to several personnel changes within City Hall. She clarified that further specifics are at City Hall and she can provide those during office hours. City and Public Works Director Rittenhouse

clarified for Alderperson Stevens that the City owns one message board. Clerk Brod explained that some updates have been made to code, but most updates are part of the re-codification process. Alderperson Blundy expressed concerns with the company.

8 Ayes: Adams, Blundy, Brownfield, Butler, Martin, McIntyre, Smith, Stevens

0 Nays:

Motion carried by roll call vote.

**Proclamation** Mayor Manier read a proclamation proclaiming April 26, 2024 as Arbor Day.  
*Arbor Day* Alderperson Brownfield motioned to accept the proclamation; Alderperson Smith seconded.

*Proclamation* 8 Ayes: Adams, Blundy, Brownfield, Butler, Martin, McIntyre, Smith, Stevens

0 Nays:

Motion carried by roll call vote.

**Mayoral Communications** Mayor Manier shared that the Innovation Conference on Infrastructure started and Engineer Carr will attend tomorrow. He noted 11-12 mayors from across Illinois will be at the mayor's forum. Then, the IML Lobby Day will take place Wednesday and Thursday this week.  
*Appointment of J. Brian Heller as City Hearing Officer*

Mayor Manier presented the appointment of J. Brian Heller as City Hearing Officer.

Alderperson Stevens motioned to approve; Alderperson Smith seconded.

Alderperson Stevens shared that she only saw appointment information in the agenda.

Alderperson Brownfield feels this is overdue and is in favor of the appointment

8 Ayes: Adams, Blundy, Brownfield, Butler, Martin, McIntyre, Smith, Stevens

0 Nays:

Motion carried by roll call vote.

**City Administrator Communications** City Administer Snider introduced Public Works Director Rittenhouse who explained that Well #11 had faults and noted the wiring and motor were bad. He shared that the motor and pump needed to be replaced and the wiring requires upgrades. He also shared that the pipe is pitted and needs to be replaced. Mr. Rittenhouse shared that it has lasted about 15-20 years and this is the first time this has been pulled. It is only inspected if it is not performing adequately.

Mr. Rittenhouse also shared:

- Brush pick up started today and is going smoothly
- Hydrant flushing also started today
- He spoke with EJ Equipment for sweeping training
- Bus24 will have blowing of rocks later this week, prior to the sweeping up of rocks

Alderperson Stevens noted trees that had been removed by the Jackson Street pedestrian bridge and wondered if this will affect erosion. City Engineer Carr clarified that it depends on the root system and this will improve the area. He also clarified that the basin and berm will be on both sides of the creek and explained that Council had already received photos previously as well as access to the story map of the drainage projects on the City website.

*Catherine Reconstruction Project Bid Award - Phase 1* City Administer Snider introduced City Engineer Carr who shared that the bid award took place last week and they received four bids. The low bidder was Stark Excavating for \$1,565,768. This is to reconstruct from Main Street to High Street with the first block being brick and the second block being asphalt. They will not be reconstructing the sanitary sewer which was recently lined.

Alderperson Adams motioned to approve; Alderperson McIntyre seconded.

8 Ayes: Adams, Blundy, Brownfield, Butler, Martin, McIntyre, Smith, Stevens

0 Nays:

Motion carried by roll call vote.

*FY25 Non-Union Pay Plan* City Administer Snider explained that this is an annual reading. He provided a list of managers salaries in the transmittal letter. He feels it is a straight forward increase at 3% for most employees. Council recommended Mr. Snider's increase to be 4%.

Alderperson Brownfield motioned to approve; Alderperson Adams seconded.

8 Ayes: Adams, Blundy, Brownfield, Butler, Martin, McIntyre, Smith, Stevens

0 Nays:

Motion carried by roll call vote.

*Electrical Supplier Bid for Street Lights* City Administer Snider explained that additional information was provided on Friday showing that a four-year contract would provide a better rate. Finance Director Baxter shared that we are at an all-time low and this was due to the price to compared to Ameren. Alderperson Brownfield motioned to approve; Alderperson McIntyre seconded.  
8 Ayes: Adams, Blundy, Brownfield, Butler, Martin, McIntyre, Smith, Stevens  
0 Nays:  
Motion carried by roll call vote.

Administrator Snider shared that it is .2 of 1% per kilowatt savings and it is a different market from electric supply. Finance Director Baxter added that this locks in the rate for four years.

**Resolution:** City Administrator Snider provided the following resolution for approval:  
*R-1405 (5-24) Approve Employment Agreement with the City Finance Director, Planning and Development Director, and Public Works Director* **Synopsis:** Adoption of this resolution would authorize the execution of an employment agreement between the City of Washington and City Finance Director Joanie Baxter, Planning & Development Director Jon Oliphant, and Public Works Director Brian Rittenhouse.  
**Title:** Resolution to Approve an Employment Agreement with the City Finance Director, City Planning and Development Director, and the City Public Works Director  
Alderperson Brownfield motioned to approve; Alderperson McIntyre seconded.  
Administrator Snider explained that it is the administrator's responsibility to review job performance. He shared that between the upcoming election and a possible new mayor and administrator, changes may be made and he feels this will help with retention. Alderperson Blundy is concerned how the administrator evaluates employees. Administrator Snider shared that he is a progressive manager, deals with issues, and creates an atmosphere of trust. Mayor Manier clarified that Council has no role with city employees. Administrator Snider further explained that he addresses personnel issues when needed and this is to eliminate political firings. Alderperson Blundy is concerned about clear performance goals. Administrator Snider explained that job descriptions and responsibilities are provided and he would write up an employee if needed. He also noted that progressive discipline measures would be used. Alderperson Stevens noted that the previous administrator created job descriptions. Administrator Snider shared that he sent the job descriptions. Alderperson Stevens stated that Administrator Snider shared Mr. Carr's description but not Mr. Rittenhouse's or Ms. Baxter's. Administrator Snider shared that he is happy with the job description. He shared that Council can let him know if they are unhappy with anyone's job descriptions. Alderperson Stevens wants to make sure there is less subjectivity. Alderperson Adams feels Council needs to let city administrators do their job. Administrator Snider clarified that he doesn't provide a yearly performance review but instead reviews staff every day so they are not blindsided if he is concerned about their performance. He feels they are performing at the highest level. Alderperson Blundy prefers clear goals. Administrator Snider noted that Alderperson Blundy works in the private sector where increases are based on productivity and this is measured differently. Administrator Snider invited Council to come to him if they are not happy with his management skills.  
8 Ayes: Adams, Blundy, Brownfield, Butler, Martin, McIntyre, Smith, Stevens  
0 Nays:  
Motion carried by roll call vote.

**Resolution:** City Administrator Snider provided the following resolution for approval:  
*R-1406 (6-24) Declaring Surplus Property* **Synopsis:** Adoption of this resolution would declare certain personal property that is in the possession of the City of Washington to be "Surplus".  
**Title:** Resolution Declaring Various Items as Surplus Property  
Police Chief McCoy explained that this is for three copiers which are no longer useful. Alderperson McIntyre motioned to approve; Alderperson Smith seconded.  
8 Ayes: Adams, Blundy, Brownfield, Butler, Martin, McIntyre, Smith, Stevens  
0 Nays:  
Motion carried by roll call vote.

**First Reading Ordinance:** City Administrator Snider provided the following ordinance for review:  
*Authorizing Donation and/or Sale of Items and Property* **Synopsis:** Adoption of this ordinance will authorize the donation and/or sale of personal property designated as surplus property.  
**Title:** Authorizing Donation and/or Sale of Various Items and Property Owned and Used by the City of Washington Designated as Surplus Property

**First Reading** City Administrator Snider provided the following ordinance for consideration:  
**Ordinance:** *Intergovernmental Agreement - Tazewell County Recycling Grant* **Synopsis:** Adoption of the following ordinance authorizes an Intergovernmental Agreement with Tazewell County which provides to the City of Washington a grant in the amount of \$25,796.28 to use in support of and in connection with the County approved recycling collection program.  
**Title:** Approve Intergovernmental Agreement - Tazewell County Recycling Grant

**First Reading** City Administrator Snider provided the following ordinance for consideration:  
**Ordinance:** *Approve Agreement with J. Brian Heller* **Synopsis:** Adoption of this ordinance would authorize an agreement between the City of Washington and J. Brian Heller of J. Brian Heller, P.C. for the provision of services as hearing officer for the system of administrative adjudication/code hearing unit of the City of Washington.  
**Title:** Approval of Agreement Between the City and J. Brian Heller of J. Brian Heller, P.C. Alderperson Blundy asked about the rezoning request for 200 N. Wilmor Road, noting the distance between the buildings. He has heard that the fire department building may need to expand. Police Chief McCoy said there were no concerns raised about the plans. He shared that the building was originally set back further and the former fire chief mentioned adding a bunkhouse. He also noted that they gave up eight parking spaces. Chief McCoy confirmed the direction and feels there is enough room for expansion if needed.

**First Reading** City Administrator Snider provided the following ordinance for consideration:  
**Ordinance:** *Approve Rezoning 200 N. Wilmor Road from the R-1 to C-1* **Synopsis:** Adoption of this ordinance would rezone three parcels at 200 N. Wilmor Road from the R-1 District, Single- and Two- Family Residential, to the C-1 District, Local Retail  
**Title:** Request by Washington Police Department to Rezone 200 N. Wilmor Road (the "Subject Properties") from the R-1 District to the C-1 District  
Alderperson Stevens noted a detention basin and asked if every facility gets one now. Engineer Carr explained that it is existing but doesn't work, so this will bring the basin up to appropriate code. Alderperson Stevens noted the location of the community garden and shared that thousands of pounds of vegetables are grown in the garden. Mr. Carr noted that the distance it adequate. Planning and Zoning Director Oliphant shared that the reason for the rezoning is the three properties that are the campus are zoned R-1, which does not address public safety. Chief McCoy noted that this will help comply with the grant as well.

**Waive Second Reading:** *Authorizing Donation and/or Sale of Items and Property* Alderperson McIntyre motioned to waive the second reading of first reading ordinance, Item A, authorizing the donation and/or sale of various items and property owned and used by the City of Washington designated as surplus property; Alderperson Blundy seconded.  
2 Ayes: Blundy, McIntyre  
6 Nays: Adams, Brownfield, Butler, Martin, Smith, Stevens  
Motion failed by roll call vote.

**Second Reading** City Administrator Snider provided the following ordinance for consideration:  
**Ordinance:** *3526 (7-24) Approve Rezoning Parcels Near Centennial Dr., McClugage Rd., and Spring Creek Rd from R-1A to C-2* **Synopsis:** Adoption of this ordinance would rezone two parcels near Centennial Drive, McClugage Road, and Spring Creek Road from the R-1A District, Single-Family Residential, to the C-2 District, General Retail  
**Title:** Second Reading Ordinance: Approve Request by B.A. Bodner Co., LLC, to Rezone Two Parcels Near Centennial Drive, McClugage Road, and Spring Creek Road (the "Subject Properties") from R-1A to C-2  
Alderperson Stevens motioned to approve; Alderperson Smith seconded.  
Alderperson Blundy asked for the difference between C-2 and C-3. Mr. Oliphant explained that there isn't a lot of difference except C-3 has additional retail uses.  
8 Ayes: Adams, Blundy, Brownfield, Butler, Martin, McIntyre, Smith, Stevens  
0 Nays:  
Motion carried by roll call vote.

**Second Reading** City Administrator Snider provided the following ordinance for consideration:  
**Ordinance:** *3527 (8-24) Approve 2024 First Time Homebuyer Program* **Synopsis:** Adoption of this ordinance would approve the transfer and reallocation of volume cap in connection with private activity bond issues, and related matters.  
**Title:** Approve 2024 First Time Homebuyer Program  
Alderperson Brownfield motioned to approve; Alderperson Butler seconded.

8 Ayes: Adams, Blundy, Brownfield, Butler, Martin, McIntyre, Smith, Stevens

0 Nays:

Motion carried by roll call vote.

**Second Reading** City Administrator Snider provided the following ordinance for consideration:

**Ordinance:** 3528 (9-24) *Adopt Annual Budget for FY2025*  
**Synopsis:** Adoption of this ordinance would approve the City's Budget for the Fiscal Year beginning May 1, 2024 and ending on April 30, 2025 in the amount of \$41,357,632.

**Title:** Adopt Annual Budget for FY2025

Aldersperson Adams motioned to approve; Aldersperson Brownfield seconded.

Aldersperson Stevens asked about bicentennial badges for the police department and noted that Chief McCoy had said he was going to skip small projects. She feels the bicentennial items should be discussed later. Administrator Snider clarified that items in the budget give spending authority except anything payroll related. Aldersperson Stevens noted there a previous special committee that covered special events that shared information with the public and Council.

7 Ayes: Adams, Blundy, Brownfield, Butler, Martin, McIntyre, Smith, Stevens

1 Nays: Blundy

Motion carried by roll call vote.

**Aldersperson's Comments** Aldersperson Stevens feels a special committee for special events should be created. She shared that bicentennial events will be in August, but the bicentennial starts in January. She would like community entrance signs. Mayor Manier noted the bicentennial has a committee already.

Aldersperson Stevens feels the City needs a committee and would like to hear more about the planning. Mayor Manier noted that the Bicentennial Committee is raising money and this will begin to be discussed for next year's budget.

Aldersperson Brownfield thanked staff for the work on the budget, noting challenges with all the capital projects. He feels Council is attacking leaders. He noted that public sectors are different than private sectors and we need to trust the people we hired. He apologized.

Aldersperson Martin noted that Patricia Smith provided a petition for a sidewalk and wondered if the area has been reviewed for a sidewalk. Engineer Carr doesn't believe it has but found that the right-of-way includes ditches that if removed, wouldn't provide for water runoff. The cost to redo the road would be similar to other large road projects. Aldersperson Martin asked for clarification regarding the chicken ordinance, Mr. Oliphant explained they are currently prohibited. He also noted that there are a few residents who were granted special use permits but the City found many residents objected to them. Aldersperson Martin asked why Jackson and Hamilton were not connected. Engineer Carr shared that several residents spoke against it and Council chose to move forward with the pedestrian bridge. He also shared that the berm will allow us to put in a culvert wide enough for a future bridge. He shared that extending the road would allow for easier snowplowing, garbage collection and emergency services.

Aldersperson Adams asked about the Wagner Street study. Chief McCoy shared that they spent seven hours running radar and the top speed was 30 mph.

Aldersperson Blundy feels there should be more discussion regarding traffic calming beyond the speed trailers. Chief McCoy shared that the speed trailers were repaired and returned and traffic counters were ordered that will give more information. Aldersperson Blundy asked to discuss the park district water rate next month. Mayor Manier noted other communities don't help fill pools and the Administrator had sent out information and received no response. Aldersperson Blundy shared that Metamora fills their pool. Mayor Manier shared that the City funded a previous leak for the park district. Finance Director Baxter explained that the City tries to notify residents with leaks who appear on the reports but it depends on the type of leak and fluctuations. Mr. Carr clarified that a leak has to occur for more than 24 hours to register and this particular leak happened on a holiday. Their call went out the following Monday. Ms. Baxter shared that tech fees cover the cost of equipment and debt service, and it is not a continuation fee.

Aldersperson Stevens asked if water can be turned off remotely and it was clarified that it can.

**Adjournment** At 7:56 p.m. Aldersperson McIntyre moved to adjourn; Aldersperson Smith seconded.

Motion carried unanimously by voice vote.

---

Valeri L. Brod, City Clerk