



CITY OF WASHINGTON, ILLINOIS

Committee of the Whole Agenda Communication

Meeting Date: June 12, 2023

Prepared By: Jim Snider, City Administrator

Agenda Item: Review of Committee Structure

Explanation: Members of the City Council have requested a review of our existing committee meeting structure and to offer a recommendation to possibly improve our existing format.

A possible way to improve our existing committee meeting structure is to eliminate the following standing committees:

- (1) Finance (general office; fiscal; personnel).
- (2) Public Works (water and sewer; streets and alleys; building and grounds; and cemetery)
- (3) Public Safety (police, fire, rescue; and EMA)

To utilize our existing monthly Committee of the Whole (COW) meeting to here reports and discussion items related to Finance, Public Works, and Public Safety for possible recommend action items to the subsequent council meeting.

A suggested starting time for the COW meeting is 6:30 pm.

A suggested meeting relocation to the Washington Fire Department meeting room for future council and committee meetings.

Attached are draft ordinances reflecting suggested changes to the City Council's Rules and Procedures and the City Code.

Fiscal Impact: None

Action Requested: Direction from members of the City Council regarding a possible change in our committee meeting structure.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE CITY MUNICIPAL CODE TO ELIMINATE THE
STANDING COMMITTEES OF THE CITY COUNCIL**

WHEREAS, the City of Washington, Tazewell County, Illinois (the “City”) is an Illinois home rule municipal corporation;

WHEREAS, the City currently has three (3) standing committees (Finance and Personnel Committee, Public Works Committee, and the Public Safety Committee), said committees are each comprised of three (3) members of the City Council, including the Mayor; and

WHEREAS, the standing committees investigate all matters referred to each committee and make recommendations to the entire City Council; and

WHEREAS, the City Council wishes to eliminate the standing committees and have all related standing committee matters reviewed at the City’s monthly Committee of the Whole meetings; and

WHEREAS, the City Council has determined it is in the best interests of the City that the City’s Municipal Code be amended to: (1) eliminate the standing committees; (2) eliminate certain references to said standing committees; and (3) have committee matters reviewed by the entire City Council at Committee of the Whole meetings; and

WHEREAS, in addition to making changes to the standing committee provisions, the City Council has determined that it is in the best interests of the City to make other necessary changes to the City’s Municipal Code to ensure said document conforms to the City’s current practices and/or procedures.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Washington, Illinois as follows:

Section 1: The recitals; as set forth above, are incorporated herein as though fully set forth and shall be considered the express findings of the City Council.

Section 2: That Chapter 30 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 30.20(G) to provide as follows:

“(G) Preside, vote at meetings. The mayor shall preside at all meetings of the city council. He or she shall vote on any ordinance, resolution, or motion before the city council only where: (1) the vote of the ~~alderpersons~~ men has resulted in a tie; or (2) this Code or other law requires a vote not less than a majority of the ~~alderpersons~~ men or city council then holding office to adopt an ordinance, resolution, or motion. Nothing in this division shall deprive an acting mayor or mayor pro tem from voting in their capacity as ~~alderperson~~ man, but they shall not be entitled to another vote in their capacity as acting mayor or

mayor pro tem. This division shall not restrict the mayor from voting as a member of any committee provided by this Code.”

Section 3: That Chapter 30 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 30.20(U) to provide as follows:

“(U) Referral of communications. He or she shall, without delay, deliver to the officers of the city and to all boards, committees, and commissions of the City Council, as applicable, all communications referred to those officers, boards, or committees, or commissions of that body.”

Section 4: That Chapter 30 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 30.21(E)(2) to provide as follows:

~~“(2) Issue notices to the members of the City Council when directed to do so by the Mayor or members of that body; also to members of the different committees, and to all persons whose attendance is required before any committee, when directed to do so by the Chairperson of such committee, and shall also issue notices of special meetings of the City Council.~~

Issue notices to the following individuals: (1) the members of the City Council when directed to do so by the Mayor or members of that body; (2) the members of the different boards, committees, and commissions of the City, as applicable; and (3) the persons whose attendance is required before any board, committee, or commission of the City, as applicable. Notices of special meetings of the City Council shall also be issued by the City Clerk.”

Section 5: That Chapter 30 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 30.21(E)(4) to provide as follows:

“(4) Without delay (preferably within twenty-four (24) hours), shall deliver to the files of the officers of the city and to all boards, committees, and commissions of the City Council, as applicable, all communications referred to those officers, boards, or committees, or commissions of that body.”

Section 6: That Chapter 30 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 30.22(M) to provide as follows:

“(M) Referral of communications. He or she shall, without delay, deliver to the files of the officers of the city and to all boards, committees, and commissions of the City Council, as applicable, all communications referred to those officers, boards, or committees, or commissions of that body.”

Section 7: That Chapter 30 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 30.35(D) to provide as follows:

“(D) Referral of communications. He or she shall, without delay, deliver to the files of the officers of the city and to all **boards, committees, and commissions** of the City Council, **as applicable**, all communications referred to those officers, **boards, or committees, or commissions** of that body.”

Section 8: That Chapter 30 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 30.38(C)(1) to provide as follows:

“(1) The City Attorney shall be the legal advisor of the Mayor and City Council, **its of the boards, committees, and commissions of the City, as applicable**, and **of** all other city officers, in matters pertaining to the transactions of the city's business, and when so required shall give his **or her** opinion in writing.”

Section 9: That Chapter 31 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 31.03 to provide as follows:

“§ 31.03 MEETINGS

(A) Regular and adjourned.

(1) The City Council shall hold regular meetings on the first and third Monday of each calendar month at the hour of 6:30 p.m.; however, when a date fixed for any regular meeting of the Council falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the succeeding day not a holiday. All meetings of the Council shall be held in the Council chambers **or other location designated by due public notice of such meetings** at the city hall. An adjourned meeting may be held for the purpose of completing the unfinished business of a regular meeting at such time as **is allowed by law, the Rules of Procedure, or Robert's Rules of Order, as applicable**, ~~may be determined by the Council.~~

(2) ~~On the second Monday of each calendar month, or such other time as designated by the Mayor, the Council shall meet at 6:30 p.m. for the purpose of holding standing committee meetings.~~

On the second Monday of each calendar month, or at the call of the Mayor or of any three members of the Council, the City Council shall meet informally at a Committee of the Whole meeting at 6:30 p.m. for the purpose of reviewing upcoming programs and City projects and receiving other similar information from the City Administrator or other City staff members. Any discussions or

conclusions drawn from the Committee of the Whole meetings shall be informal and no final action shall be taken at such meetings. All Committee of the Whole meetings shall be held at the location set forth in the public notice given for each such meeting.

(B) Special meetings may be called by the Mayor, or by any three (3) Alderp~~ersons~~ members of the Council in writing, filed with the City Clerk. The call for a Special meeting filed with the City Clerk shall specify the day and hour of the Special meeting and shall list the subject(s) to be considered. Notice of Special meetings shall be provided by the City Clerk to the public and the City Council in accordance with the Illinois Open Meetings Act. Only such business may be transacted at a Special meeting as may be listed in the call for said meeting or any business incident thereto. At least twenty four (24) hours written notice shall specify the time and purpose of each meeting and shall be delivered to each member of the Council personally, if he can be found, and if he cannot be found, then by leaving a copy of such notice at the home of the Council member. Special meetings may be held without such notice when all members of the Council are present in person, or consent in writing to the holding of such meeting, such written consent to be filed with the Clerk prior to the beginning of the meeting. Any special meeting attended by all of the members of the Council shall be a regular meeting for the transaction of any business that may come before such meeting.

Section 10: That Chapter 31 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 31.20 to provide as follows:

“§ 31.20 ATTENDANCE AT MEETINGS

Alderp~~ersons~~ men shall attend all meetings of the City Council, including and all Committee of the Whole meetings of committees of which they are members.”

Section 11: That Chapter 31 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 31.24 to provide as follows:

“§ 31.24 REFERRAL OF COMMUNICATIONS

An Alderp~~erson~~ man shall, without delay, deliver to the site of the officers of the city and to all boards, committees, and commissions of the City Council, as applicable, all communications referred to those officers, boards, or committees, or commissions of that body.”

Section 12: That Chapter 31 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 31.40 to provide as follows:

“§ 31.40 STANDING COMMITTEES; DUTIES

~~(A) The City Council shall be organized into the following standing committees:~~

~~(1) Finance (general office; fiscal; personnel).~~

~~(2) Public Works (water and sewer; streets and alleys; building and grounds; and cemetery).~~

~~(3) Public Safety (police, fire; rescue; and EMA).~~

~~(B) The standing committees shall consist of at least three members, each to be appointed by the Mayor, by and with the consent of the Council.~~

~~(C) The Mayor shall have the power to appoint such other committees of the Council as may be desirable consisting of at least three (3) members who shall be appointed by and with the consent of the Council.~~

~~(D) It shall be the duty of the standing committees of the City Council to be cognizant of the affairs of their respective departments of the city government. Each committee shall promptly and thoroughly investigate all matters which may be referred to it, and make policy recommendations to the Council. Each committee shall keep minutes and records of each committee meeting shall be made available to the City Council at the Council meeting immediately following each committee meeting. All committee meetings shall be open to the public.~~

Intentionally Omitted.”

Section 13: That Chapter 31 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 31.41 to provide as follows:

“§ 31.41 POLICE SUPERVISOR SELECTION COMMITTEE

There is hereby created a Police Supervisor Selection Committee, which shall be comprised of the City Administrator, **and two other members of the City Council that are appointed by the Mayor**~~the Chair of the Public Safety Committee, and the Chair of the Finance Committee. The Chair of the Public Safety Committee~~ **Mayor shall appoint the individual that** shall serve as the Chair of the Police Supervisor Selection Committee.

The Police Supervisor Selection Committee shall have the authority, by a majority vote of its members, to appoint individual police officers to serve as Sergeants in the Department of Police, as well as the authority, by a majority vote of its members, to remove said individual police officers from the position of Sergeant in the Committee’s discretion upon the recommendation of the Chief of Police. The Police Supervisor Selection Committee shall further have the authority, upon recommendation of the Chief of Police and a majority vote of its members, to discipline any individual appointed by said Committee to the position of Sergeant.

Upon a vacancy in the position of Sergeant in the Department of Police, the Chief of the Police shall provide the Police Supervisor Selection Committee with a list of recommended candidates from the police officer members of the Department of Police, as well as a list of any recommended candidates from outside the Department of Police who possess prior supervisory and/or command experience in law enforcement or the military. A notice of vacancy in the position of Sergeant shall also be posted at the Washington Police Department, and thereafter any patrol officer with at least four (4) years of police experience may make written application for appointment to the Police Supervisor Selection Committee in the manner set forth in the notice of vacancy. The Police Supervisor Selection Committee shall thereafter review the background and experience of all recommended candidates, and all patrol officers making application for appointment to the position of Sergeant, and may in its discretion conduct interviews of the candidates and applicants. With respect to candidates from outside the Department of Police, the Police Supervisor Selection Committee may, in its discretion, provide for examination of said candidates, including background investigations, medical examinations, psychological examinations, and polygraph examinations. The Police Supervisor Selection Committee shall thereafter by a majority vote appoint an individual to the position of Sergeant from the list of recommended candidates and applicants. In the event that no one on the list of recommended candidates is acceptable to the Police Supervisor Selection Committee, the Committee shall request a new list of recommended candidates from the Chief of Police and may in its discretion post further notice of vacancy in the position of Sergeant at the Washington Police Department.

Upon recommendation of the Chief of Police that it is necessary and/or desirable for any reason to remove from the position of Sergeant any individual appointed by the Police Supervisor Selection Committee, the Committee may, in its discretion, terminate said appointment and remove the individual from the position of Sergeant effective upon a majority vote of the Committee.”

Section 14: That Chapter 31 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 31.43 to provide as follows:

“§ 31.43 MONTHLY REPORT

~~Upon the request of any two (2) Aldermen present, any report of a committee of the City Council shall be deferred, for final action thereon, to the next regular meeting of the Council after the report is made.~~

Intentionally Omitted.”

Section 15: That Chapter 32 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 32.021(A)(14) to provide as follows:

“(14) Attends all City Council meetings, ~~Finance and Personnel Committee~~, including all Committee of the Whole meetings, and all other Board, Committee or Commission meetings, as necessary.”

Section 16: That Chapter 32 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 32.023(A)(7) to provide as follows:

“(7) Provide staff support to ~~assigned committee(s)~~ of the City Council. Attend all meetings of ~~such committee(s)~~, and of the City Council, including Committee of the Whole meetings, unless directed otherwise by the City Administrator; and”

Section 17: That Chapter 32 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 32.191(B)(6) to provide as follows:

“(6) Provide staff support to ~~assigned committee(s)~~ of the City Council. Attend all meetings of ~~such committee(s)~~, and of the City Council, including Committee of the Whole meetings, unless directed otherwise by the City Administrator.”

Section 18: That Chapter 96 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 96.03(F)(1) to provide as follows:

“(1) The hearing shall be before a board consisting of the City Administrator or his or her designee ~~of the Public Works Committee~~, a member of the Planning and Zoning Commission designated by the Mayor, and three residents of the city appointed by the Mayor. The City Administrator shall act as the hearing board's secretary and the Public Works Director shall act as a consultant to the board. The aggrieved person may present any facts or arguments he or she desires to present, he or she may be represented by counsel, and he or she may present such expert testimony or technical evidence as to establish his or her contentions. Within ten days after the hearing, the board, by a majority vote, may affirm, modify, or reverse any decision of the City Administrator.”

Section 19: That Chapter 136 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 136.50(G) to provide as follows:

“(G) Revocation/Suspension of License and Permit Sticker. The Local Liquor Control Commissioner may revoke or suspend any video gaming establishment license, video gaming terminal operator license, video gaming terminal operator permit sticker and any video gaming terminal permit sticker issued by the City if it determines that the licensed establishment, licensed truck stop establishment, or terminal operator has violated any of the provisions of this Chapter 136. No license shall be so revoked or suspended, except

after a public hearing before the Local Liquor Control Commissioner, with a three (3) day written notice to the licensed establishment, licensed truck stop establishment, or terminal operator affording the licensed establishment, licensed truck stop establishment, or terminal operator an opportunity to appear and defend. Notwithstanding the foregoing, any licensed establishment or licensed truck stop establishment that has its liquor license revoked or suspended by the City under § 112.31 of the City Code or by the Illinois State Liquor Commission, or has its video gaming license revoked or suspended by the Illinois Gaming Board, shall automatically, without a hearing before the Local Liquor Control Commissioner, have its City video gaming establishment license and all City video gaming terminal permit stickers revoked or suspended for the same time frame as its liquor and/or Illinois Gaming Board gaming license is suspended, whichever the case may be.”

Section 20: That Chapter 154 of the City Code of the City of Washington, Tazewell County, Illinois, be, and the same hereby is amended by revising Section 154.004, the definition of “Duplex” to provide as follows:

“DUPLEX. A two family dwelling having touching contiguous walls (attached duplex or attached zero lot line duplex) running at least twenty-four (24) feet in length and at least twelve (12) feet in height between the dwelling units which can be one (1) or more stories in height, with each dwelling unit being accessible by its own separate exterior entrance at grade level. An attached duplex or attached zero lot line duplex shall conform to the following conditions.

(1) Each dwelling unit in an R 1 district must have a floor area of not less than one thousand (1,000) square feet. Each dwelling unit in an R 2 district must have a floor area of not less than seven hundred (700) square feet. The areas of garages, porches, cellars and basements shall not be included.

(2) Each dwelling unit must have no less than a four-foot (4’) wide entryway on either side of the garage.

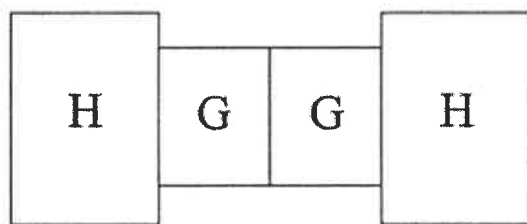
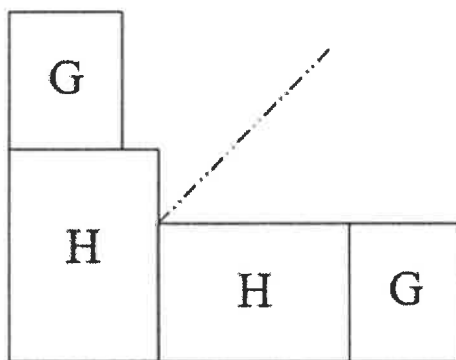
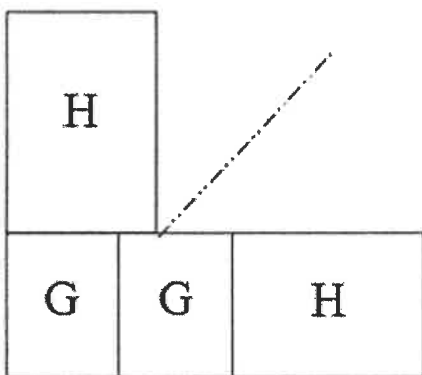
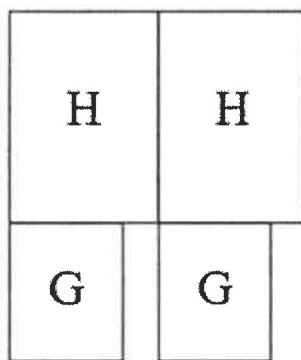
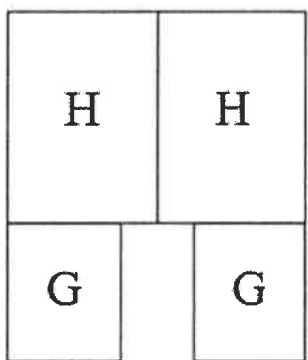
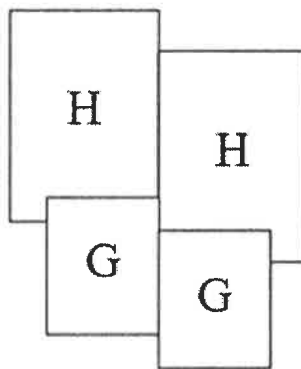
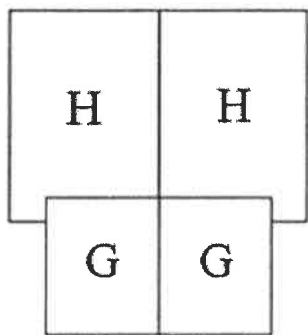
(3) Each dwelling unit must have separate services and utilities with separate meters.

(4) Each dwelling unit must otherwise meet the requirements of this Zoning Code, including, but not by way of limitation, lot areas, yard requirements, building heights, and accessory buildings.

(5) Fire walls shall be required between each dwelling unit for all duplexes.

(6) A resubdivision plat dividing the lot has been approved by the City Plat Officer prior to recording a zero lot line duplex. A formal subdivision procedure shall not be required.

Acceptable duplexes include the following:



The building plans for any duplex which is not designed like one of those indicated above is subject to the approval of the ~~Public Works Committee and could be further considered by the Planning and Zoning Commission if the Public Works Committee determines additional analysis is necessary.~~"

Section 21: All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed insofar as they are in conflict with this ordinance.

Section 22: If any provision of this ordinance is adjudged invalid, such adjudication shall not affect the validity of the ordinance as a whole or of any portion not adjudged invalid.

Section 23: This ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED AND APPROVED this _____ day of _____ 2023.

AYES: _____

NAYS: _____

ATTEST:

MAYOR

CITY CLERK