



# CITY OF WASHINGTON COUNCIL REPORT

*August 30, 2024*

## **ENGINEERING – Dennis Carr/Ross Fuller**

- The resident that spoke at the past council meeting regarding the City's Hilldale project causing backups in his basement has had their sump pump installed. The contractor that installed the sump pump informed the city that he removed a large ball of roots from the drain tile and the water drained immediately. The last set of storms did not flood his basement either once the roots were removed.
- The Catherine St. reconstruction project came to a bit of a halt this week due to an MTCO fiber optic line that was hit. Stark felt it would be best to let MTCO repair the line before resuming underground work. They have nearly completed the installation of the new water main. Stark will be back on-site next week to begin storm sewer installation. The rock sub-base has been placed throughout the first block of the project. A project update letter has been delivered to residents and posted on the City's website.
- Gensini has completed all the concrete work for the southern portion of the Nofsinger realignment project. Seed and straw mat have been placed as well. Removals have been completed throughout the old intersection of Nofsinger and RT 24. UCM plans to begin paving the new intersection on September 18.
- The Freedom Pkwy extension is scheduled to be paved on Thursday September 5. All weeds have been removed from the ROW throughout the project. Road striping will be done near the end of September once the HMA surface lift has cured. The final stage of landscaping is scheduled for mid-September.
- UCM has completed the chip seal application for this year's MFT project. They will begin sweeping all the excess rock next week. The fog coat application will begin next Thursday September 5.
- Lonewolf plans to begin another round of residential concrete replacement requests next week. They will also be pouring roughly 200' of sidewalk from the end of Jackson St. to Hamilton. One of the ADA ramps at Kern/Miller will be replaced as well.
- Knapp plans to begin the storm sewer priority project in Felkers towards the end of next week. An informational letter will be delivered to all residents who are impacted by this project.

## **FINANCE – Joanie Baxter**

- FY23-24 Audit:
  - Continued working on Fixed Assets, Leases and Subscriptions, including completing entries on Depreciation Schedule and DebtBook and reconciliation between the two
  - Finalized all journal entries and submitted to Lauterbach and Amen
- Analysis of insurance premium invoice and reasons for increase
- Prepared Estimated Payroll 2025 for Illinois Public Risk Fund workers comp renewal
- Review of computer inventory
- Met with Maureen to talk about people systems goals and objectives
- Jill processed and I reviewed payroll for August 30, 2024
- Utility Billing (August 17 – 30, 2024)
  - A total of 285 cutoff notices were processed for July billing for accounts still outstanding
  - A total of 2,011 bank drafts were processed for August billing or 37% of accounts
  - New accounts and account closings processed:
    - 12 ins
    - 16 outs
  - Leak detection through RNI and Sensus Analytics software – 46 leaks were caught and residents/businesses notified

## **HUMAN RESOURCES – Maureen Chambers**

- Organizing Health & Wellness Fair. Sent out notification for blood and biometric screening.
- Leadership Roundtable session with Dean Heffta.
- Hosting an “HR Refresher” for full-time hires that joined our team in the last couple months, including three police officers that just returned from training.
- Recruiting for Distribution and Collections PW Laborer. Three interviews have taken place. Awaiting selection.
- Beginning to think about Open Enrollment time and developing a streamlined process.
- Set up Lunch and Learn (still need lunch vendor) for October. A representative from ComPsych will be visiting and providing an overview of services for our new Employee Assistance Program.
- Reviewing Workers Compensation claims. Rethinking work comp education for supervisors and employees.
- Processed handful of recruitment/termination/retirement/personnel/benefit items.

## **PLANNING & DEVELOPMENT – Jon Oliphant/Joe Boyer**

- The September PZC meeting is cancelled due to a lack of agenda items.
- The brewpub construction continues to move forward. Electricians have been installing bases for the big electrical boxes prior to their eventual anticipated arrival. The installation of the kitchen hoods has begun. The second floor drywall is largely complete and the roof system is being set in place. Masons have been installing the exterior façade.
- A first reading ordinance for the Washington Historical Society’s reimbursement request is almost complete and will tentatively be placed on the Council’s agenda for a first reading ordinance on September 16.
- This month’s PPUATS Technical meeting featured an overview of the 2050 Long-Range Transportation Plan. As previously mentioned, the inclusion of projects in that does not obligate the construction of any of them but can assist with securing state and/or federal grant opportunities.
- This month’s Technical Working Group meeting included presentations from a USDA Rural Development rep on its finance programs (Washington is not eligible for some of them due to USDA’s geography criteria), the Tri-County Regional Planning Commission presented some GIS data tools, and DCEO offered info on Site Readiness grants for planning and capital projects.
- St. Mark’s Lutheran Church has completed demolition of the structure at 142 S. Main. The church had explored options of reusing the building but determined the cost to retrofit it would be substantial. It is tentatively planned to be used for additional parking and greenspace.
- The first Washington Commercial Building and Property Improvement Grant Program project for the exterior painting of Russell’s Cycling & Fitness has been completed and the paid invoice has been submitted. As a result, the approval of the City’s \$3,250 reimbursement will be scheduled for approval at the September 3 Council meeting.

## **PUBLIC SAFETY – Chief McCoy/Deputy Chief Stevens**

- WPD had one person assigned to security at the Democratic National Convention in Chicago, joining officers from 112 other Illinois county and municipal departments through ILEAS (Illinois Law Enforcement Alarm System), which is Illinois’ coordinated mutual aid system. Our officer is a member of the ILEAS SWAT Team. There was also a significant contingent of officers from Milwaukee and the Illinois State Police.
- Three officers graduated from Basic Law Enforcement Training and entered field training here, making a total of four officers now in field training.
- We have two sergeant openings – one is Sergeant Sutter’s slot and the second is the authorized slot designed to provide supervisory coverage that had generally been covered by overtime.
- We recently tested two certified candidates for hire – both would go to the Police Commission for further consideration before being added to the hiring list.

## **PUBLIC WORKS – Brian Rittenhouse**

- Staff will continue to investigate galvanized service lines to make sure the service material matches what we have inventoried. If lead lines are discovered, staff will plan for replacement.
- Bid opening for the Water Tower #2 painting was held at City Hall. Staff’s recommendation will be on the agenda for Monday’s council meeting.
- Staff continues detention basin inspections this month. Any maintenance needed on detention basins will take place after inspections are completed.
- The water main installation on Nofsinger Road, completing the two dead ends, is completed.

- Staff will work on getting a quote to refurbish the public works storage building.
- Staff demoed and then purchased a sidewalk edger for our Ventrac mowers. This will be used on City recreational trails to help keep the grass from growing over the trails.