



CITY OF WASHINGTON Council Report

April 4, 2025

ENGINEERING – *Dennis Carr, Ross Fuller & Mike Genard*

- Been in contact with Hutchison Engineering regarding the new paint that has chipped off Nofsinger Rd and Dallas Rd. Gensini is aware of this as well. Road Safe is the contractor that performed this work. They will be required to remove all existing paint that was placed on the concrete road and redo their work before this project is closed out in May. Gensini has a few punch list items to address as well.
- Beginning to receive sidewalk and curb replacement requests from residents wishing to take advantage of the 70/30 sidewalk and curb replacement program. Letters of approval have been sent to the residents and work will begin after the new fiscal year begins.
- Met with the Street Dept. Supervisor and Lonewolf to discuss curb that will be replaced on W. Jefferson. The city will be completing a mill and overlay on this section of road in June. It was decided that it would clearly be best to replace the deteriorating curb before this is done.
- Construction season is almost here! We have been reviewing plans for a number of projects that have been presented. It is shaping up to be another busy and successful year for the City of Washington!
- Have begun assembling a City Council Handbook/New Council Orientation Presentation for the newly elected officials.
- The next phase of Catherine is scheduled to have its bid opening on April 30th.
- The 2025 MFT Project is scheduled to have its bid opening on May 1.
- Stark will begin potholing utilities for the Cedar Street Drainage project in the next few weeks.
- Staff sent a letter to the 5 residents between Elgin and the Washington recreational Trail along the west side of Grandyle discussing the potential addition of sidewalk to go along with the drainage priority project that is planned for the summer. Three of the residents have responded with two preferring it be placed along the back of sidewalk.

FINANCE – *Joanie Baxter*

- Budget preparation FY2026
 - Finalizing General Funds Summary and completion and reconciliation of All Funds Summary
 - Updating of narrative in Digital Budget Book and transmittal letter
 - Updating charts in Digital Budget Book
 - Preparation of Ordinance and Amendments.
- Payroll processing for March 28, 2025 payroll.
- I prepared the 2024 calculation for any amounts due from WACC in regard to the amendment approved on January 2, 2024. WACC is only responsible for a payment to the City if the .25% Home Rule Sales Tax does not exceed the debt service on the WACC bond by \$75,000. For calendar year 2024, the sales tax equated to \$647,479 with debt service for FY24-25 of \$360,812 resulting in excess HR Sales Tax of \$286,667 and thus there is no payment due from WACC. WACC has been notified accordingly.

- Meetings with Raftelis and CMT regarding Water Fund rate study and preparation of reports.
- Preparation of Recycling Grant Final Report for 2024.
- Updated information for DCEO grants as requested.
- Updated information for GATA reports as requested
- Finalized filing of Form 1095 reports as required by the Affordable Care Act.
- Utility Billing (March 16 – April 4, 2025)
 - A total of 5,531 bills were processed for April, including 863 emailed bills (15.6%)
 - A total of 483 penalties were assessed for delinquent March bills
 - A total of 284 cutoff notices were sent for February billing
 - A total of 36 disconnects were processed for April, including 14 owing a balance, 18 with credit balances, and four with a zero balance
 - A total of 13 cutoffs were processed for February billing and 15 door knockers were distributed and six payment arrangements made
 - A total of six delinquent notices were sent to March disconnects
 - New accounts and account closings processed:
 - 28 ins
 - 24 outs
 - Leak detection through RNI and Sensus Analytics software – 61 leaks were caught and residents/businesses notified
 - There were 18 new residents in March

HUMAN RESOURCES – *Maureen Chambers*

- Onboarding four seasonal grounds maintenance employees. Three are returning from 2024 season.
 - Creating sign-ups for wellness/engagement events: Good Neighbor Days 5k/Walk and IMRF Member Calls.
 - April Newsletter.
 - Updated Employee Injury Guidelines.
 - Updating job descriptions and
 - Processed handful of recruitment/termination/retirement/personnel/benefit items.
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PLANNING & DEVELOPMENT – *Jon Oliphant & Joe Boyer*

- The April Planning and Zoning Commission meeting has been rescheduled as part of the May meeting. At the current time, it will have three public hearings for special use requests for non-owner-occupied residential short-term rentals at 711 S. High, 132-134 N. Main, and 1406 Westgate. As of this writing, it is anticipated that there will be one other STR special use public hearing, a rezoning request, and two zoning code text amendments, all of which would be scheduled for first reading ordinances at an upcoming Council meeting.
- The opening of Tangled Roots has been announced for April 9. We are excited about the impact this will have on the Square. Much of the restoration of the front façade of the event space at 120 Walnut has been completed.
- With encouragement from Ameren, staff may be submitting a Right Tree Right Place grant application to plant some trees near the northwest corner of the new Nofsinger/24 intersection. This would help improve the aesthetics as well as to provide a slight visual barrier for nearby residents. The application review process typically takes 4-6 weeks. No local match is required through this program. If selected, the trees would tentatively be planted this fall. Staff is awaiting feedback from Ameren staff on the merits of such an application.
- The annual Arbor Day planting is scheduled for April 17, weather permitting, at LaHood Park. April 25 would be an alternative date should the weather not cooperate on the 17th.

- Resolutions are scheduled for approval at Monday's Council meeting for the agreements with both the Chamber and the PACVB.
 - A first reading ordinance for the vacation of a portion of the Harding Street right-of-way (adjacent to Jackson Street) is on Monday's Council agenda.
 - Staff has been informed that the planned Washington Commercial Building and Property Improvement grant program project for BLC Properties at 290-304 Muller Road will not be completed. This was to have assisted with the installation of a permanent interchangeable tenant sign with permanent landscaping including a flagstone retaining wall. The grant was previously awarded at a not-to-exceed amount of \$3,274. The owner has indicated that he would like to pay down debt on the building and then perhaps redirect funds towards a beautification project such a building painting that could add more curb appeal and value.
 - Fourteen additional new residential construction permits have been issued for duplexes in Trails Edge, bringing the total new construction permits to 25 through the first quarter of 2025. Additionally, three certificates of occupancy were completed for other Trails Edge homes.
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PUBLIC SAFETY – Chief McCoy & Deputy Chief Stevens

No report

PUBLIC WORKS – Brian Rittenhouse

- All Departments are changing from winter to spring operations. Winter equipment like plows, salt boxes, and snow throwers are being placed in storage.
 - Street sweeping will continue as the weather cooperates. Street sweeping operations typically go as follows: early spring staff focuses on areas that visually need swept and submitted service requests. Staff will select a day to walk the BR 24 medians to clean up trash and debris before blowing off the concrete portions. After that the street sweeper will be scheduled overnight to sweep up BR 24. The street sweeper will typically be running weekly during spring, summer, and fall moving from one side of the town to the other, then repeat. The street sweeper will break away for emergency clean ups, but non-emergent service requests will be completed once there is enough to justify breaking away from normal operations.
 - Staff has worked on storm inlet and manhole repairs ahead of this coming fiscal year's road projects. Staff is being proactive in making sure all utilities are in good shape before road repairs.
 - Staff has installed several new manholes to help with CIPP lining and access for routine maintenance.
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