

Special Committee of the Whole

Wednesday, March 16, 2022 at 5:30 P.M.

Five Points Banquet Room, Washington, 360 N. Wilmore Road, Washington, IL

Mayor Manier called the Special Committee of the Whole meeting of March 16, 2022 to order at 5:30 p.m. with a quorum present.

Present: Alderpersons Adams, Blundy, Boyles, Brownfield, Butler, Dingledine, Stevens and Yoder, City Administrator Snider, Police Chief McCoy, Attorney Brittany Miller, and City Clerk Brod

Also Present: Public Works Director Schone, Utilities Superintendent Rittenhouse, P & D Director Oliphant, City Engineer Carr and Finance Director Baxter

MINUTES

1. *Alderpersons wishing to be heard:* Alderperson Stevens stated that she received a fact sheet in the IML Magazine regarding the 2020 census. She stated that our census is 16,071 people and with that population, the number of Alderpersons is ten and the number of Wards is five and a municipality may choose to retain or raise the number of Alderpersons and Wards. She would like to know if our Wards are going to change prior to when petitions will be accepted for the next election. She would like to volunteer to be part of the committee that gives input for redistricting. Mayor Manier and Planning and Zoning Director Oliphant shared that the plans to review the lines will start soon.
2. *Public Comments:* None at this time.
3. *Approval of Minutes:* Alderperson Stevens made a motion to accept the minutes of the February 14, 2022 with three corrections; 1) correct date to 2022 in heading, 2) change date in item 4B to December 17th, 3) correct spelling for item 5. Alderperson Adams seconded the motion.

Motion carried unanimously by voice vote.

4. BUSINESS ITEMS

- A. *Chamber:* Kris Hasten from the Washington Chamber shared that memberships for 2022 are similar to 2021. She also shared that there was a Meet and Mingle that took place on February 24th and they were pleased to be meeting in-person again. Ms. Hasten shared that they are working on the spring marketing campaign to get people back into businesses and they are back to scheduling ribbon cuttings for businesses and working with other Chambers throughout Illinois.

B. *Sanitary Sewer Evaluation Study (SSES) / Robinson Engineering Proposal Discussion* – City Administrator Snider shared that staff was requested to provide information regarding the status of the current sanitary sewer. He noted that Strand had sent a communication that also mentioned the SSES and provided hard-copies of their report for anyone who wanted one. Mr. Snider noted that we have a \$160,000 contract with Hamilton with only \$65,000 remaining. Mr. Snider stated that there has been feedback given that expressed the desire to put the project on hold in order to identify any issues in the current system that were revealed in the SSES. He feels that transparency has been excellent during the process and they are planning a meeting with the Pudik family which would include Hamilton and the City via Zoom. Mr. Snider shared that if we want to move forward with this proposal, we should consider the first reading in April which would have a larger amount of members present. The timing of presenting the proposed ordinance was discussed and clarified that it would take place in April and the Robinson Proposal will be further reviewed to gain details. Alderperson Stevens noted the milestones on the website showing that we should be at the revision stage and feels that we vote on processes and shouldn't vote on this pause. Mr. Snider shared that when we receive big information, we might want to pause to allow for review, then we can choose to un-pause. Alderperson Blundy asked for clarification on why we might not pause. Mr. Snider shared a concern that a 40% success rate might not be a good long-term solution and if we can remediate the issue, and not spend millions of dollars, we should explore it. Mr. Snider introduced City Engineer Carr who stated that it is every engineer's dream to remove all the I&I in a system, but reality is that it can't be done. He detailed each piece of the system and noted that as things age, there will be problems. Mr. Carr shared that Strand's report in 2017 provided a best possible number of I&I issues that could be removed from the system. He shared details regarding which areas needed to be corrected and how their corrections would contribute to the best outcome for the system. He referred to items in the memo that was provided to council that contained details on cost and locations. Mr. Carr noted that the price was a little higher, it covers everything East of Wilmor and is based on linear footage. His Mr. Carr shared that they are estimating \$144,000 for all the smoke testing and they will provide each of their strategies in the November Report. Mr. Carr shared that if Council were to move forward with testing, he would recommend an ordinance to clarify what would be enforced upon the residents. He noted that disconnecting a downspout or sump pump is relatively cheap, disconnecting footing tiles and floor drains will destroy basements and it was noted that right now, the ordinance says, if these items are connected, you will have to tear up your basement. Mr. Carr and Alderperson Stevens discussed the specific parts that were replaced on previous street projects. Alderperson Blundy asked how long the ordinance has been in place and Mr. Carr shared that it was last year. It was also noted that there is an ordinance stating that you cannot hook up at all to the sewer main which may have been passed around 1970. Details were discussed concerning how an exterior sump pump works and how footing tiles drain. Alderperson Adams noted there were nine homes on Holland and over thirty on Lawndale and none had to tear up a basement. Mr. Snider stated that we will have more answers once this report is done around Thanksgiving and that this is a big project that affects a lot of property owners so we should take our time and do due diligence. Alderperson Butler stated that one of the biggest problems is that if someone looks at the Hamilton Report, we can spend \$1.5 million on

Alternative E to fix the I&I. He stated that the reason why we wouldn't just do that is because when it was presented, they stated that it was a "coin toss". Alderperson Butler shared that he is not sure how much he focused on relining the current sewer in lieu of replacing it in Route B and went on to share the rates of flow during the rain event that was about two inches of rain. He noted that the spike goes right up, then it levels out and our only hope is to eliminate the peak flow. Alderperson Butler also said if you go back to the Strand Study from 2019, the first thing they said was to take care of the SSES, then create a new trunkline. Alderperson Butler expressed interest in allowing Robinson to put a place holder in this project and wonders what the data would look like for a 100-year rain event. Alderperson Yoder asked if the study will find issues with our own system and stated that he is still in favor of Alternate E then doing this study. Alderperson Adams noted the focus on I&I only if it is associated with Alternate E and expressed concern for treating water that we shouldn't. It was also noted that the treatment plants were built bigger to help with this but at some point, we have to decide if we want to spend half million dollars treating water. Alderperson Butler said he would also want to see follow-up flow data and that we need a baseline and a plan. He stated if you look at the peak flow, he can't seem to correlate it with basement floors and until we do testing, we won't know. Alderperson Brownfield agreed and said we need this before we get the flow data. A brief discussion took place regarding the timing of receiving flow data. Mr. Snider asked for clarification concerning moving forward and shared that it could be brought to the next meeting. He also noted that three alderpersons will likely be gone at that meeting.

- C. *Chapters 53 and 152 Possible Amendment Discussion:* Mr. Oliphant shared that based on direction from previous meetings, there may have been a desire to make these changes and asked for direction. Alderperson Butler noted, in reference to the second bullet point, that he was not in attendance in October but it appears that most of discussion was about stormwater. He stated that in regards to Trails Edge, we were required to approve the plat and he envisions that code could change this requirement and if there may have been a reasonable argument. Mr. Butler stated that we could look at the single-family homes that changed to duplexes and say this isn't what we originally agreed to. Alderperson Blundy agreed and wondered about the usage of R1-A so we don't give them the flexibility to use R-1 which would allow us to deny it. Alderperson Blundy stated that Trails Edge is a newer subdivision that has flooding issues and the ordinance needs to change so the subdivision can handle a large rain event. Mr. Carr shared that most of our drainage code is storm sewer sizing and that subdivision (Trails Edge) doesn't have a storm sewer issue. He noted that the issue seems to be surface drainage and the only way to stop it would be to slope all the lots to one direction so that it can drain in one direction. He also noted that the field is being developed and is now being corrected. Mr. Carr stated that there is an issue with the berm that blew out behind Kelsey Street, and instead of correcting the berm, the owner planted grass seed on it and now it blocks the flow of water. He stated that this isn't a City issue or stormwater issue, this is a private matter. He recommended that the homeowners contact a lawyer to get this issue corrected. Mr. Carr shared that we do have issues with Tottenham Creek but some of these issues are caused by sheds. Alderperson Blundy asked if there is something we can do to force the grading issues. Mr. Carr replied that we don't having anything that says we have to

go back to do a final grading. Mr. Schone noted that a lot of times the property is graded correctly but then the homeowner puts in something that changes the grade. Alderperson Stevens asked about the grates that are in the backs of yards, and is this something that is required or something the developer does. Mr. Carr clarified that if the water has a way to drain out, the inlets are not required. Alderperson Stevens suggested a final signoff procedure. Alderperson Adams said that it's a start but not the full solution and agreed with Alderperson Butler, that major changes to plats should be able to be evaluated. Alderperson Stevens and Mr. Oliphant discussed the length of time between the approval of plats. Mr. Oliphant shared a concept regarding the percentage of changes between plats which would allow someone to make a few adjustments. Alderperson Yoder and Mr. Oliphant discussed substantial conformance and noted that if plats change greatly, a new plat would have to be approved. Alderperson Butler stated that if it is substantial enough change to require a new plat, we should be able to vote no and right now we cannot say no as long as it fits in the code. Mr. Oliphant noted that we have to be careful with bringing in too much subjectivity as opposed to providing a more substantial number. Alderperson Stevens shared ideas regarding the responsibility of the developer to address drainage. Mr. Schone noted that we have had some detention basins that have been abandoned and now we are left to maintain them and noted that wet ponds are usually desired. Mayor Manier asked Mr. Oliphant to bring something back.

- D. *Budget Review - Group 4 - Water/Sewer Funds, MERF, Capital Replacement Fund, Building Fund:* City Administrator Snider shared that they provided an overview and worksheets that are attached to the agenda and noted that we are in the final stages of the budget process. Mr. Snider pointed out that we are working on calculations for water/sewer rates and noted that these are exceptional times with the inflation rates that are tied to the index. Ms. Baxter shared details regarding how the budget was developed and referenced the water/sewer/trash index which is lower this year, unlike other years. Mr. Snider noted that fuel is the biggest part of Consumer Price Index and we don't know what will happen with inflation and the conflict in Eastern Europe. Mr. Snider stated that we've managed our budget well and have a low impact on property tax.

Water fund: Utilities Superintendent Brian Rittenhouse shared the following updates:

- Repair and Maintenance had \$19,000 decrease due to water tower inspections that were completed the previous year as well as the repaired Flow Meter.
- Engineering Fees increased due to the creation of an Emergency Response Plan and Recodification of the City Code but Comp and Classification and the Recodification of Code should be under Professional Fees. This will cause the Professional Fees to go up as well as adding a SCADA System.
- An increase in block, material, and dirt was also noted to cause increases.
- An increase in Chemical Commodities was also noted although they do not predict that they will need the full \$53,000.
- Purchase Equipment will see an increase due to a valve turning machine.
- Purchase Building and Properties will see a \$17,700 increase due to replacing doors and controllers.

- Purchase Systems showed a decrease due to completed projects from last year.
- Purchase System Engineering showed a decrease due to completed projects. It was recommended that they extend an emergency water main.
- Purchase Meters is being reduced.

Mr. Snider noted that we have a situation where a pump went down and was budgeted at \$9,700 but the actual cost was \$16,500 and it would be more cost effective to buy a new pump but we can't get a new one due to supply chain issues.

Mr. Rittenhouse continued with:

- Waste Water Fund moved the generator maintenance to the system maintenance and noted that repair and maintenance is contractual.
- The Waste Water Treatment Plant replacement pump will be rebuilt this year.
- Electricity saw a decrease due to the closure of Plant One and they hope they continue to see a decrease.
- Contractual Services increased due to SSES smoke testing.
- R & M Building Commodities increased \$17,000 due to staging materials at Legion and a replaced UV bulb next at Bank B. He noted that the generic bulb \$8,000 cheaper.
- Chemical prices have gone up and they are budgeting for a worst-case scenario.
- R & M Contractual saw about a \$5,000 increase.
- The Catwalk repair could be about \$30,000
- Rolling Meadows needs a fence around it and fencing prices went up last year.
- Purchase Systems saw a big decrease.
- CIPP lining will use last of what was budgeted last year.
- The Knollaire Lift Station needs new generator installed due to a equipment malfunction.
- The South East Square sewer will be replaced.

Alderson Stevens clarified that the South East Square Sewer Replacement is for the brewery. Alderson Butler said we reviewed water/sewer rates and based on items found, he wondered if there is a fund that these rates are going to. Ms. Baxter noted that they haven't put anything towards the Phase 2B because we haven't received any direction. She noted that there is not a fund specific for these, they go into the General Enterprise Fund. It was discussed to have future conversation regarding funding for the large sewer projects. Alderson Stevens asked how much in surplus sewer fund now. Ms. Baxter said at end of this coming budget year we would have about \$5 million. Alderson Butler requested a structured way to identify and use those funds. Ms. Baxter agreed and noted we need to discuss using ARPA funds as well. Alderson Blundy asked if we should start a surplus fund now and move some of the surplus over. Ms. Baxter stated that we could.

Mr. Snider introduced MERF Fund and shared that we began using Enterprise to manage the fleet and this has provided a savings. He also noted that there is a back log of supplies and chips that could affect this. Public Works Director Schone provided the following:

- Under Repair and Maintenance Contractual, there is an increase because we have more repair visits with the plow truck sensors.
- Property insurance shows an increase as insurance has increased.
- Lease/Rent Expense shows an increase due to more vehicles this year. It was noted that last year the Police Department was slated for eight new vehicles but only got seven and the Public Works Department was supposed to receive eleven vehicles but only received four and these orders were pushed back to this year.

Aldersperson Stevens asked why insurance increase. Ms. Baxter said some was from loss experience and some was the addition to our fleet.

- R & M Commodities is based on estimated actuals
- Fuel is budgeted and additional \$25,000

Ms. Baxter offered information about how the infrastructure fixed fees have helped pay for Holland and Lawndale. She shared that the fees have not paid for all of it. She will provide accounting for it. Ms. Baxter shared information regarding the Capital Replacement Fund:

- We started to fund the mid-size capital types of equipment that is replaced every few years.
- She re-analyzed the fund due to upcoming purchases.
- We are fully funded and water is actually over funded.
- We are now able to purchase a plotter.
- The Police Chief can replace in-car video and the PD server.
- The tornado siren can be replaced.
- We can purchase the generator for sewer treatment Plant.
- We can get the SCADA computer.
- We can replace the fuel tank on Jefferson Street.

Mr. Snider shared that one reason he was interested in working in Washington, is because we are a strong financial city with a good credit rating. We are proactive when funding small and large items.

5. OTHER BUSINESS

Aldersperson Stevens shared that she was asked if there are any plans to resurface RT24. Mayor Manier said he hasn't heard that there are plans to move the work up but noted that people have been seen out on RT24 but we are not sure if it is about the resurface project. Mayor Manier also noted that the money has been earmarked from the governor but we haven't seen it.

Aldersperson Stevens asked to review the language regarding voting and noted that plans brought to Council for the property South of Becks are within a mile and a half of the city and allow the city to make decisions regarding them. She expressed concern for plans that might change. Mayor Manier noted that that was done when we were on Zoom meetings so it was easy to bring it back. Mr. Oliphant noted that they could move forward with that development using the County. He also stated that they don't have to annex into the City but if they develop, water and sewer will be a concern. Mr. Carr stated that it is Illinois American Water's responsibility to rebuild its infrastructure, not ours and we will see bulk water rate info soon.

6. *Adjournment:* At 7:27 p.m. Alderperson Steven moved and Alderperson Butler seconded to adjourn.
Motion carried unanimously by voice vote.



Valeri L. Brod, City Clerk