

**CITY OF WASHINGTON – WASHINGTON, ILLINOIS
CITY COUNCIL MONDAY, MARCH 7, 2016
LIBRARY MEETING ROOM
380 N. WILMOR ROAD – 6:30 P.M.**

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. REVIEW AGENDA – DELETIONS OR ADDITIONS (DISCUSSION ITEMS ONLY)**
- V. CONSENT AGENDA**
 - A. Approval of minutes of February 15, 2016 regular City Council meeting
 - B. Revised Memorandum of Understanding: Tazewell County ETSB (E911), Water Tower Antenna
 - C. Approve & Authorize TIF Subsidy Payment #1 – Brecklin's Service Center, 119 Walnut St.
 - D. Purchase Authorization: Water Meters, HD Supply
- VI. ANNOUNCEMENTS/AWARDS/PRESENTATIONS/RECOGNITIONS/PROCLAMATIONS**
- VII. AUDIENCE COMMENTS**
- VIII. STANDING COMMITTEES**
 - A. Finance and Personnel – Bob Brucks, Chairman
 - B. Public Safety – Tyler Gee, Chairman
 - C. Public Works – Mike Brownfield, Chairman
- IX. MAYOR – GARY W. MANIER**
- X. CITY ADMINISTRATOR – JIM CULOTTA**
- ORDINANCES**
 - A. (Second Reading) Granting a Special Use to property located at 305 & 315-329 Zinser Place to permit a body art studio and art studio in an I-1 Zoning District
 - B. (Second Reading) Amending Chapters 154.141 entitled "Definitions", 154.148 entitled "General Standards", and 154.154 entitled "Billboards" regarding signs
 - C. (Second Reading) Regarding the Enterprise Zone which includes territory located within the corporate limits of the City of Washington
- XI. STAFF REPORTS**
 - A. Automated Meter Reading Update (Andrews/Baxter)
- XII. ALDERMEN'S COMMENTS**
- XIII. ADJOURNMENT**

DRAFT

**CITY OF WASHINGTON, ILLINOIS
CITY COUNCIL MEETING - MONDAY, FEBRUARY 15, 2016
LIBRARY MEETING ROOM
380 N. WILMOR ROAD – 6:30 P.M.**

Call to Order	Mayor Manier called the regular meeting of Monday, February 15, 2016 to order at 6:30 p.m. in the Library Meeting Room at Five Points Washington.
Roll Call	<p>Present and answering roll call were Aldermen Brownfield, Brucks, T. Gee, Moss, Butler, Dingleline, and Maxwell. Alderman J. Gee was absent.</p> <p>Also present was City Administrator Jim Culotta, Controllor Joanie Baxter, Director of Public Works Ed Andrews, P & D Director Jon Oliphant, Police Chief Don Volk, City Treasurer Ellen Dingleline, City Clerk Pat Brown, and members of the press.</p>
Pledge of Allegiance	All present stood for the Pledge of Allegiance.
Agenda Review	The Agenda was reviewed and stood as presented.
Approve Consent Agenda	<p>Alderman Brucks moved and Alderman Brownfield seconded to approve the Consent Agenda as presented. Items included on the Consent Agenda were minutes of the February 1, 2016 regular Council meeting; bills & payroll; purchase authorization: computers, City Hall; memorandum of understanding: Tazewell County ETSB (E911), Water Tower antenna; vendor approvals: ETSB (E911) microwave antenna mounting; accept & place on file Glendale Cemetery annual Board of Managers Report 2015; and accept & place on file Monthly Report for period ending December 31, 2015. On roll call on the motion to approve the vote was:</p> <p><u>Ayes: 7</u> Dingleline, Moss, Maxwell, Butler, T. Gee, Brownfield, Brucks</p> <p><u>Nays: 0</u></p> <p><u>Motion declared carried.</u></p>
Announcements	Mayor Manier thanked Public Works Director Andrews and Public Works crews for getting the school achievement recognition signs erected along Main Street. He shared that it's always great when we can recognize the achievements of our kids and hopefully sometime in the near future IDOT will get the signs erected along Business 24 when funding becomes available.
Audience Comments	None.
Standing Committees	Alderman Brucks, Finance & Personnel Committee reported nothing on the agenda. Alderman T. Gee, Public Safety Committee Chairman reported one item on the agenda (Staff Reports D). Alderman Brownfield, Public Works Committee Chairman reported nothing on the agenda.
Mayor's Comments	Mayor Manier shared that Mr. Jason Schultz stopped by earlier with his three daughters and shared cookies that were baked by his daughter Cora for her home school service project, thank you so much! He also shared that the WCHS wrestlers were very successful, earning a school-record 11 state bids at 2A sectional, congratulations and good luck! Alderman Brownfield shared that the WCHS Pantherettes received a third place state standing at the recent IDTA championships. He shared that he was very proud of the strong dance they performed. He also shared that the Competitive Cheer Team placed 8 th in state recently as well mentioning that his daughter Hannah competed in both as a senior this year. Mayor Manier shared that it has been amazing to watch our kid's progress well and is proud of each and every one of them and shared his congratulations to WCHS.
1 st read ords, granting special use to 305, 315-329 Zinser Pl. body art studio; amending Chapters 154.141, .148, & .154; and certifying Northern Tazewell Enterprise Zone	City Administrator Culotta provided first reading of the following ordinances, by title and brief synopsis: an ordinance granting a Special Use to allow a body art establishment and art studio to operate at 305 and 315-329 Zinser Place. Adoption of this ordinance would allow a body art establishment and art studio to operate at 305 and 315-329 Zinser Place in an I-1 zoning district; an ordinance amending the Code of Ordinances of the City of Washington, Illinois by amending Chapter 154.141 entitled "Definitions," Chapter 154.148 entitled "General Standards," and Chapter 154.154 entitled "Billboards." Adoption of this ordinance would define an obsolete sign and add language that specifies when such obsolete signs would need to be removed and would allow small billboard signs to be lighted if they are located 300' from residential properties and separated by a highway with a speed limit of at least 55 miles per hour; and an ordinance regarding the Enterprise Zone which includes territory located within the corporate limits of the City of Washington. Adoption of this ordinance would certify the requirements of the new Northern Tazewell Enterprise Zone and would establish the Planning & Development Director as the City's representative on the Enterprise Zone Administrative Board. These ordinances will be listed on the March 7 th City Council meeting agenda for action.
Payment authrz, HD Supply, AMR Project	<p>Public Works Director Andrews requested Council authorization to make progress payment #1 to HD Supply Waterworks in the amount of \$15,414.00. He indicated that this payment will cover meter costs the City has incurred in undertaking some of its own meter installations as part of the Automated Meter Read Project contract with HD Supply. Alderman T. Gee moved and Alderman Moss seconded to authorize the request as presented. On roll call the vote was:</p> <p><u>Ayes: 7</u> Brownfield, Butler, Brucks, Maxwell, Dingleline, Moss, T. Gee</p> <p><u>Nays: 0</u></p> <p><u>Motion declared carried.</u></p>
Contract authrz, Hutchison Engineering, Inc., Downtown Square streetscape	Public Works Director Andrews requested Council authorization to enter into a contract with Hutchison Engineering, Inc. for preliminary engineering services for a Downtown Square Streetscape Conceptual Base Plan for a not to exceed amount of \$65,000. He shared that dialogue has taken place at both the Finance & Personnel and Public Works committees and the plan has been scoped in such a way to help position the City in the most favorable consideration

for the three various potential cost funding mechanisms which include local TIF funding, ITEP competitive funding (80/20) which should be announced in summer of 2016, and a potential jurisdictional transfer funding option. He shared his apology for not getting the standard IDOT local roads engineering services agreement and conceptual plan scope of work information to everyone before this evening. Alderman Brucks moved and Alderman T. Gee seconded to authorize the request as presented. Several Aldermen shared they were uncomfortable in moving forward without a clear direction on the scope of the project and that they would like to see this come before Committee of the Whole for more discussion. On roll call the vote was:

Ayes: 0

Nays: 7 Brownfield, Moss, Butler, Dingledine, Maxwell, T. Gee, Brucks

Motion did not carry.

Contract authrz,
Hutchison Engineering,
Inc., Downtown Square
streetscape, Cont.)

Public Works Director Andrews requested final payment authorization #6 to River City Construction in the amount of \$21,070.60 for the work that has been completed through the end of the year on the tornado damage related repairs at STP No. 2. He shared that this request includes work completed in the amount of \$20,213.00 and an outstanding retainage in the amount of \$857.30. Alderman Dingledine moved and Alderman Maxwell seconded to authorize the request as presented. On roll call the vote was:

Ayes: 7 T. Gee, Butler, Moss, Brucks, Maxwell, Dingledine

Nays: 0

Motion declared carried.

Payment authrz, STP
#2 repairs, final
payment #6, River City
Construction

Police Chief Volk requested Council authorization to purchase nine (9) new cameras from WatchGuard in the amount of \$64,755 for the Police Department's In-Car Camera System. Alderman Dingledine moved and Alderman Butler seconded to authorize the request as presented. On roll call the vote was:

Ayes: 7 T. Gee, Maxwell, Brucks, Moss, Brownfield, Butler, Dingledine

Nays: 0

Motion declared carried.

Purchase authrz,
cameras for In-Car
Camera System

Police Chief Volk requested Council authorization to purchase the server and storage system from Konica-Minolta in the amount of \$29,697.00 for the Police Department's In-Car Camera System. Alderman T. Gee moved and Alderman Maxwell seconded to authorize the request as presented. On roll call the vote was:

Ayes: 7 Brownfield, Moss, Dingledine, Brucks, Butler, Maxwell, T. Gee

Nays: 0

Motion declared carried.

Purchase authrz, server
& storage system for
In-Car Camera System

Police Chief Volk requested Council authorization to purchase the server data back-up and support system from Clifton, Larson, and Allen in the amount of \$6,000.00 for the Police Department's In-Car Camera System. Alderman Dingledine moved and Alderman Maxwell seconded to authorize the request as presented. On roll call the vote was:

Ayes: 7 Moss, Brucks, Butler, T. Gee, Brownfield, Maxwell, Dingledine

Nays: 0

Motion declared carried.

Purchase authrz, server
data back-up & support
system for In-Car
Camera System

Police Chief Volk shared that over the weekend we were able to apprehend a couple suspects in several car burglaries in the Devonshire area thanks to a neighbor who witnessed suspicious activity and reported it.

Aldermen's Comments

At 7:09 p.m. Alderman T. Gee moved and Alderman Moss seconded to move into Executive Session for the discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes per 5 ILCS 120/2(c)(21) of the Illinois Open Meetings Act. On roll call the vote was:

Ayes: 7 Maxwell, Dingledine, Butler, Brucks, Brownfield, Moss, T. Gee

Nays: 0

Motion declared carried.

Executive Session

At 7:18 p.m. the Council reconvened in regular session on motion by Alderman Moss and second by Alderman Brownfield. Motion carried unanimously by voice vote.

Regular Session

Alderman T. Gee moved and Alderman Moss seconded to approve the 2015 City Council Executive Session minutes of August 17, September 22, 23, & 28, October 12, 19, & 27, & December 14 & March 25, 2013 & April 21, 2014. Motion carried unanimously by voice vote.

Approve Executive
Session minutes, City
Council

City Administrator Culotta read a resolution, by title and brief synopsis, regarding the release of Executive Session minutes and authorizing the destruction of audio recordings. Adoption of this resolution authorizes the release of specific City Council executive session minutes between the months of July 1, 2015 and December 31, 2015 and April 21, 2014 and also authorizes the release of specific Finance & Personnel Committee executive session minutes for the same time period. It also provides for the destruction of audio recordings of executive sessions that have occurred more than eighteen months from the date of this resolution. Alderman Brucks moved and Alderman Butler seconded to adopt the resolution as read. On roll call the vote was:

Ayes: 7 Maxwell, Dingledine, T. Gee, Brownfield, Moss, Butler, Brucks

Nays: 0

Motion declared carried.

Adopt resl, release 2015
Executive Session
minutes & April 21,
2014 minutes & authrz
destruction-audio
recordings

At 7:20 p.m. Alderman T. Gee moved and Alderman Moss seconded to adjourn. Motion carried unanimously by voice vote.

Adjournment

Patricia S. Brown
Patricia S. Brown, City Clerk

Memorandum

To: The Honorable Mayor Gary W. Manier and Members of the Washington City Council

From: Chief of Police Donald J. Volk

Date: March 7th, 2016

Re: Revision of Memo of Understanding with ETSB regarding Microwave Antenna Project

On February 15th, 2016, a revised Memo of Understanding with the ETSB regarding the Microwave Antenna Project was brought before the Council as a Consent Agenda item. It was approved by this Council and I submitted it to the ETSB at their regular board meeting on February 17th. The ETSB reviewed it and presented it to their Attorney (Assistant State's Attorney Michael Holly) for review. I was later contacted by Chief Hilliard from Morton Police Dept. (Chairman of the ETSB), who voiced concerns on some of the language. Primarily, his concern was funding from the ETSB, or more specifically the lack of funding from the ETSB. I reviewed his recommendations, then after discussion with City Administrator Culotta, I submitted a revised version of the MOU with language that I believe both sides could live with. The revised version was presented to the ETSB at a Special Meeting on March 2nd, 2016 and approved. What you have before you tonight for approval is that version. There are no real significant changes, but the minor changes include: under **TERM**, clarification as to the term fiscal year as it relates to the CITY; under **DESCRIPTION OF SERVICES**, change in the verbiage with regards to funding ("present" vs "available"); change in the verbiage with regards to the data system costs (this change was made known to us several months ago and is planned for in the upcoming fiscal year (FY '16-'17) budget; and lastly under **HOLD HARMLESS**, indemnification language was added to cover the ETSB as well as the CITY.

At a meeting held in my office on Friday, February 5th, 2016, all the principle parties discussed planning to go forward with this project, pending a revision of the MOU, with the City covering the cost of the welding and painting. City Engineer Andrews drafted a memo seeking authorization for the welding and painting work to be done, which you also approved on February 15th, 2016. Attached to this cover letter, you will find a revised MOU with ETSB that will allow the work to be finished.

While these expenses were not budgeted, there are sufficient funds in the department's Vehicle Seizure Bonds Forfeited account that will cover these expenses. I urge the Council to approve this revision of the MOU as provided.

MEMORANDUM OF UNDERSTANDING BETWEEN

THE CITY OF WASHINGTON, ILLINOIS AND

THE TAZEVELL COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

This is a Memorandum of Understanding (MOU) between the City of Washington, Illinois, herein after referred to as the "CITY" and the Tazewell County Emergency Telephone System Board, herein after referred to as the "ETSB".

PURPOSE

The CITY and the ETSB enter into this MOU to provide a cooperative working arrangement for the use of space on the CITY water tower located on Constitution Street. The purpose of the agreement is to establish responsibilities for the microwave system location and maintenance of each participant.

BACKGROUND

The ETSB has identified the above mentioned water tower at the CITY location to be a key site for its microwave data system. The ETSB seeks to locate two (2) microwave antennas at the CITY site. The microwave system will provide a high speed data connection between the CITY police department and other law enforcement agencies in Tazewell County. Both microwave antennas are 3 feet (3') in diameter with a weight of 35 pounds. The ETSB has already paid for the antennas, which are currently located atop the tower. ETSB has also had the necessary cables run on the inside of the tower, which are temporarily mounted, but will be securely mounted at the same time as the AMR cabling is mounted (uni-strut brackets). The tower crew, which was contracted through Ragan Communications (through their contract with ETSB), has previously been paid for services rendered and are scheduled to return to complete their portion of the contract at the end of March, for no additional expense.

TERM

This MOU shall be effective from the date of signature below through the end of the CITY's current fiscal year (ending April 30th, 2016). The MOU shall automatically renew thereafter from fiscal year to fiscal year until either party gives notice of termination as provided herein.

This MOU or any renewal thereof may be terminated by either party upon the giving of ninety (90) days prior written notice to the other party. Upon termination, the ETSB will remove all equipment within 30 working days. Any cost for removal of equipment will be the responsibility of the ETSB.

DESCRIPTION OF SERVICES

The CITY agrees to:

Notify the ETSB in a timely manner of needed repairs or maintenance on the facilities that will impact the operation of the ETSB microwave equipment.

Install the two (2) antennas in an agreed upon fashion (welded mounts), which will allow the antennas to be removed should emergency or regular maintenance be required.

Cover all costs associated with the installation of the microwave antennas, however the CITY would allow the ETSB to supplement these costs, if funding becomes available.

The ETSB agrees to:

Cover the costs for temporary removal should emergency or routine maintenance of the water tower be required.

Dedicate support maintenance and repair services for the microwave system and ensure that all work is done with minimal interruption to the CITY provided services.

Complete maintenance and repair jobs in a timely and satisfactory manner, and, if necessary, contract with outside contractors or vendors to complete the jobs. The ETSB will have a representative accompany all contractors working on the system at the CITY facility.

Obtain prior approval from the CITY for any repair or maintenance that could impact CITY operations.

Provide the CITY police department access to the microwave data system at costs to be mutually agreed upon with the CITY.

HOLD HARMLESS

The ETSB agrees to indemnify and hold harmless the CITY from and against any and all claims arising from the ETSB related activities on the Constitution Street water tower. Likewise, the CITY agrees to indemnify and hold harmless the ETSB from and against any and all claims arising from the CITY related activities on the Constitution Street water tower.

In witness whereof, the parties hereto have executed this Memorandum of Understanding.



Tazewell County ETSB Chairman
2964 Court Street
Pekin, IL. 61550

Mayor, City of Washington, IL.
301 Walnut Street
Washington, IL. 61571

Dated this _____ day of _____, 2016.

CITY OF WASHINGTON

PLANNING & DEVELOPMENT DEPARTMENT

301 Walnut St. • Washington, IL 61571

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MEMORANDUM

TO: Mayor Manier and City Council
FROM: Jon R. Oliphant, AICP, Planning & Development Director
SUBJECT: TIF Pay Request #1 – Brecklin's Service Center, 119 Walnut St.
DATE: March 1, 2016

On February 2, 2015, the City entered into a TIF redevelopment agreement with Tom Brecklin of Brecklin's Service Center for assistance to purchase new fuel dispensers for his business at 119 Walnut Street. The work purchased four Wayne Ovation² Model R13/3 dispensers and replaced the existing dispensers. The work included all piping and electrical connections.

Staff has reviewed the invoices that were recently submitted for this project, which total \$59,992.88. Mr. Brecklin previously submitted a quote for this project that totaled \$67,718. This work was eligible for a base 20-percent subsidy to be paid in three equal annual installments due within 30 days of the completed renovation. As a result, the total subsidy is for a not-to-exceed total of \$11,998.58. Staff requests authorization to make the first payment in an amount of \$3,999.53.

This item is scheduled for consideration as a consent agenda item at the March 7 City Council meeting.

CITY OF WASHINGTON
Joan E. Baxter, C.P.A. – Controller
301 Walnut Street
Washington, IL 61571

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jbaxter@ci.washington.il.us
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MEMORANDUM

TO: Mayor Manier and City Council
FROM: Joanie Baxter, Controller *JEB*
DATE: March 3, 2016
SUBJECT: Purchase of water meters

Staff purchases water meters from HD Supply as needed for new construction and replacement of existing meters. At the current time, there are still 33 meters outstanding for new construction as a result of the tornado and these meters will be installed with the new radio controllers. It is estimated that a total of 40 meters could be needed between now and the end of the fiscal year and our stock is running low.

Staff requests authorization to purchase 40 meters and radio controllers as follows:

40 meters @ \$120 each	4,800.00
40 dual port radios @ \$144 each	<u>5,760.00</u>
	<u>10,560.00</u>

C: Jim Culotta, City Administrator
Mary Westerfield, Municipal Services