

**CITY OF WASHINGTON – WASHINGTON, ILLINOIS  
CITY COUNCIL MONDAY, APRIL 4, 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 March 21, 2016 regular City Council meeting
  - B. Purchase Authorization: 15T Tag Trailer, Public Works
- 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**

**RESOLUTIONS**

- A. Tentative Annual Budget for FY2016-2017

**ORDINANCES**

- A. (Second Reading) Authorizes the Assist First-Time Homebuyers' Program for 2016
  - B. (Second Reading) Amending Zoning Code by adding a new subchapter entitled "Square Building Design Guidelines
  - C. (Second Reading) Granting District Designation Status to multiple properties on Washington Square
  - D. (Second Reading) Amending §112.20 to increase the number of Class F liquor licenses and decrease the number of Class J liquor licenses
  - E. (First Reading) Adopting Annual Budget for FY2016-2017
  - F. (First Reading) Amending §112.20 to increase the number of Class F liquor licenses and decrease the number of Class C liquor licenses
  - G. (First Reading) Adopting Official Zoning Map
- XI. STAFF REPORTS**
    - A. Design Engineering Support: Strand Associates, Inc., STP No. 2 Phase 2B - Interceptor
  - XII. ALDERMEN'S COMMENTS**
  - XIII. ADJOURNMENT**

**CITY OF WASHINGTON, ILLINOIS  
CITY COUNCIL MEETING - MONDAY, MARCH 21, 2016  
LIBRARY MEETING ROOM  
380 N. WILMOR ROAD – 6:30 P.M.**

Call to Order	Mayor Manier called the regular meeting of Monday, March 21, 2016 to order at 6:33 p.m. in the Library Meeting Room at Five Points Washington.
Roll Call	Present and answering roll call were Aldermen Brownfield, Brucks, T. Gee, Moss, Butler, Dingledine, J. Gee, and Maxwell.  Also present was City Administrator Jim Culotta, Controller Joanie Baxter, Director of Public Works Ed Andrews, P & D Director Jon Oliphant, Police Chief Don Volk, City Treasurer Ellen Dingledine, City Clerk Pat Brown, and members of the press.
Pledge of Allegiance	All present stood for the Pledge of Allegiance. The Pledge was led by Boy Scout Phillips from Troop 163 who was attending the meeting as part of his citizenship badge.
Agenda Review	The Agenda was reviewed and stood as presented.
Approve Consent Agenda	Alderman J. Gee moved and Alderman Maxwell seconded to approve the Consent Agenda as presented. Items included on the Consent Agenda were minutes of the March 7, 2016 regular Council meeting; bills & payroll; and accept and place on file: Monthly Report for period ending January 31, 2016. On roll call on the motion to approve the vote was: <u>Ayes: 8</u> Dingledine, Moss, Brucks, Butler, T. Gee, Brownfield, Maxwell, J. Gee <u>Nays: 0</u> <u>Motion declared carried.</u>
Proclamation: Mayors Day of Recognition for National Service	Mayor Manier read a Proclamation proclaiming April 5, 2016 as Mayors Day of Recognition for National Service, recognizing the positive impact of national service in our city, to thank those who serve and to find ways to give back to their communities. Alderman Brucks moved and Alderman Brownfield seconded to approve the proclamation as read. On roll call the vote was: <u>Ayes: 8</u> T. Gee, Butler, J. Gee, Moss, Dingledine, Maxwell, Brownfield, Brucks <u>Nays: 0</u> <u>Motion declared carried.</u>
Proclamation: Recognition of Vietnam War Veterans	Mayor Manier read a Proclamation proclaiming March 29, 2016 as Welcome Home Vietnam Veteran's Day, recognizing, honoring, and thanking our Vietnam Veterans and their families for their service and sacrifices during the Vietnam War from November 1, 1955 – May 15, 1975. Alderman Dingledine moved and Alderman Maxwell seconded to approve the proclamation as read. On roll call the vote was: <u>Ayes: 8</u> Moss, Brucks, T. Gee, Brownfield, Butler, J. Gee, Maxwell, Dingledine <u>Nays: 0</u> <u>Motion declared carried.</u>
Swearing In: Police Department Officers	City Clerk Brown swore in Full-time Police Officers Joshua Sutter & Ashley Clare; Part-time Police Officers Thomas Chambers, Jr. & Michael Powell; and Part-time Commander Bradley Marshall. Part-time Commander Bradley Marshall's wife April pinned his badge. Each officer shared a brief bio of themselves and their excitement in becoming a part of the Washington Police Department.
Audience Comments	None.
Standing Committees	Alderman Brucks, Finance & Personnel Committee reported nothing on the agenda. Alderman T. Gee, Public Safety Committee Chairman reported nothing on the agenda. Alderman Brownfield, Public Works Committee Chairman reported nothing on the agenda.
Mayor's Comments	None.
Adopt resl, authrz utility bill collection agreement, Ipava State Bank	City Administrator Culotta read a resolution, by title only and brief synopsis, authorizing the execution of a Utility Bill Collection Agreement with Ipava State Bank. Adoption of this resolution would approve and authorize the execution of an agreement with Ipava State Bank that will allow for off-site collection of City of Washington utility bill payments from their banking customers. Alderman Dingledine moved and Alderman Moss seconded to adopt the resolution as presented. On roll call the vote was: <u>Ayes: 8</u> Maxwell, Brucks, T. Gee, Butler, J. Gee, Brownfield, Moss, Dingledine <u>Nays: 0</u> <u>Motion declared carried.</u>
1 <sup>st</sup> reading ords, appr first time homebuyers transfer of volume cap; amend code adding Square building design guidelines; granting district designation to multiple properties on Washington Square; and amend liquor code increase Class F and decrease Class J	City Administrator Culotta provided first reading of the following ordinances, by title and brief synopsis: an ordinance approving the Transfer of Volume Cap in Connection with Private Activity Bond Issues, and Related Matters. Adoption of this ordinance would approve participation in the First Time Homebuyers Program; an ordinance amending the Code of Ordinances of the City of Washington, Illinois by adding a new Subchapter entitled "Square Building Design Guidelines." Adoption of this ordinance would provide a set of architectural guidelines to preserve the character of the historic buildings in the downtown square and to guide property owners and the Historic Preservation Commission in future alterations, changes, construction, and demolition around the Square; an ordinance granting District Designation Status to multiple properties on the Washington Square, Washington, Illinois. Adoption of this ordinance would create a Historic District including multiple properties on the Washington Square; and an ordinance amending §112.20 of the Code of Ordinances of the City of Washington, Tazewell County, Illinois to increase the number of Class F Liquor Licenses and

decrease the number of Class J Liquor Licenses. Adoption of this ordinance would increase the number of Class F liquor licenses from five (5) to six (6) and decrease the number of Class J liquor licenses from four (4) to two (2). The increase in the number of Class F licenses will allow a recent request of Liquor Oasis, 1600 Washington Road, to be issued a Class F "off-premise package" liquor license. The decrease in the number of Class J "restaurant" licenses is the result of Mendoza's closing and the oversight of not decreasing the number when Blacksmith's Steakhouse received a Class A license in August of 2015. These ordinances will be listed on the April 4<sup>th</sup> meeting agenda for action.

1<sup>st</sup> reading ords, Cont.)

Public Works Director Andrews requested progress payment authorization #2 to HD Supply Waterworks in the amount of \$39,700 pending successful demonstration after installation of the invoiced items on March 30<sup>th</sup> and 31<sup>st</sup>. The items include one Sensus M400 Basestation; one Regional Network Interface (RNI) Setup; and one RNI Software as a Service. Alderman Brucks moved and Alderman Dingleline seconded to authorize the request as presented. On roll call the vote was:

Progress payment #2  
authr: HD Supply,  
AMR Project

Ayes: 8 J. Gee, Moss, Brownfield, T. Gee, Butler, Maxwell, Dingleline, Brucks

Nays: 0

Motion declared carried.

City Administrator Culotta presented the proposed FY 2016-2017 Budget for review noting the following: 1) Moody's Investors Service has given the City of Washington an Aa3 rating which is a very strong investment grade for our community. He shared that the rating shows us as high quality and very low credit risk, a solid economy and tax base, low debt and pension liabilities, and our net cash balance is far superior to other Moody's rated cities nationwide; 2) the current FY 2015-2016 budget revenues exceed expenditures; 3) the proposed FY 2016-2017 budget reflects a \$1.8M expenditure increase for road maintenance/construction in the General Fund, a total expenditure decrease by \$110k in the Water Fund, a total expenditure decrease by \$400k in the Sewer Fund (operations & maintenance), an expenditure increase by \$243k in the Motor Equipment Replacement Fund (MERF) largely due to the replacement of 2 dump trucks, 3 patrol cars, mower, air curtain burner, and roller, and a new Capital Replacement Fund with expenditures of \$10k for computer servers, pumps, warning sirens, lab equipment, etc.; 4) the proposed capital investments total \$18.8M which include Sewer Facilities at \$8.3M, Nofsinger Intersection at \$3.1M, Water System at \$2M, Street Improvements at \$1M, Recreation Trails at \$920k, and Vehicles/Equipment at \$547k; and 5) the proposed debt service shows an increase of \$273k. He thanked all the Department Heads for their hard work in the budget preparation process and in particular Controller Baxter for the work she does in compiling the final document.

Proposed FY16-17  
Budget Review


Following the presentation, several Alderman expressed their concerns with a number of line items in the budget that seemed to be inflated and presented them for further clarification. There was also concern expressed if the timing is right to hire an additional police officer with the increases in capital expenditures and other expenses. Mayor Manier reminded Council that most of the funding for the proposed capital expenditures were previously budgeted for and encouraged everyone to contact staff to go over budgeted items and expenses. In regards to the overall increases and the question of sustainability, staff will take a look at areas within the budget where actual vs. estimated actual could be narrowed.

Alderman J. Gee asked if all the tornado sirens were in working order and Police Chief Volk shared that they were and that the siren near the Middle School had a recent issue where it was not spinning but has since been repaired. Alderman J. Gee asked how the sirens are monitored to make sure they are operational and Chief Volk shared that they will generally receive a call from a resident in the area of the siren. Alderman J. Gee asked that they be monitored by working with Public Works to have someone at each siren when they are tested.

Alderman's Comments

At 8:21 p.m. Alderman Dingleline moved and Alderman Brownfield seconded to adjourn.  
Motion carried unanimously by voice vote.

Adjournment

  
Patricia S. Brown, City Clerk



# Memo

TO: Mayor Manier and City Council  
FROM: Ed Andrews, Public Works Director  
SUBJECT: Purchase Authorization – 15T Tag Trailer  
DATE: April 4<sup>th</sup>, 2016

At the March 7<sup>th</sup> Public Works Committee Meeting and the subsequent Committee of the Whole meeting of March 14<sup>th</sup>, the consideration of the purchase of a tag trailer for Public Works was reviewed. This item is currently a budgeted expense under the FY15/16 fiscal year under MERF at \$15,000 which assumed a 15 ton trailer.

As discussed at the meeting, shop repairs on heavy equipment (backhoes, skid steer ...) and any large rental equipment requires the City to pay for transportation of the equipment. The City routinely pays for transport yearly at least four to six moves at a cost of \$800 to \$1200 (\$200 each way). With an expected life of 20 year on a 15T to 20T unit, this roughly translates into a mobilization offset cost of \$1000 per year. At \$200 per contracted move (each way), the breakeven point is 5 moves per year.

Quotes from the following vendors were requested, with two still pending which should be final and presented by Monday's meeting.

15T Tag Trailers				
Unit	Delta			
Model	212PH			
Type	15T Pintle			
Vendor	Rawlings	Funks	Martin Equip	
Location	Hopedale, IL	Morris, IL	Goodfield, IL	
New	\$ 15,605.00	Pending	Pending	
Trade-In	N/A	N/A	N/A	
Net Price	\$ 15,605.00			

Additional use of this type of trailer would help with moving of the new (larger) trench box as well as other material transport and volunteer deployments under Illinois Public Works Mutual Aid (IPWMAN). A quick review of the current CAT Handbook shows that the trailer's capacity would be sufficient for transport of:

- 312 Excavator at a 29,000# operating weight.
- D6K2 XL Dozer at 29,345#.
- 924K Loader is 28,360#

As such, this matter has been placed on the consent agenda for the City Council meeting of Monday, April 4<sup>th</sup>, 2016, for review and consideration.

**RESOLUTION NO. \_\_\_\_\_**

Synopsis: The following resolution sets a date for a Public Hearing on the city's FY2016-17 Annual Budget for 6:30 pm, Monday, April 11, 2016 and, furthermore, directs that the Tentative Annual Budget for FY16-17 be made available for public inspection in the Office of the City Clerk.

**RESOLUTION REGARDING THE CITY OF  
WASHINGTON, ILLINOIS  
TENTATIVE ANNUAL BUDGET FOR  
FISCAL YEAR 2016-2017**

**WHEREAS**, City staff has prepared the Tentative Annual Budget for the fiscal year beginning May 1, 2016, and

**WHEREAS**, the City Council has reviewed said Tentative Annual Budget, and

**WHEREAS**, the City is obligated to make the Tentative Annual Budget available for review and public inspection for at least ten (10) days; and

**WHEREAS**, the City is obligated to conduct a public hearing on its annual budget prior to adoption.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The Tentative Annual Budget for FY16-17, as prepared by City of Washington staff, is hereby directed to be placed on file with the City Clerk who shall make said document available for public inspection for at least ten (10) days.
2. A public hearing regarding the Tentative Annual Budget is hereby called for 6:30 p.m. on Monday, April 11, 2016, at which time all interested persons shall be given the opportunity to comment on the Tentative Annual Budget.
3. Notice of the above referenced Public Hearing shall be made in accordance with statutory requirements, and said notice shall specifically state that the Tentative Annual Budget is available for inspection at the office of the City Clerk.

APPROVED and ADOPTED this 4<sup>th</sup> day of April, 2016.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

\_\_\_\_\_  
Gary W. Manier, Mayor

ATTEST:

\_\_\_\_\_  
Patricia S. Brown, City Clerk

**ORDINANCE NO. \_\_\_\_\_**

The following ordinance will approve the City of Washington's budget for the Fiscal Year beginning May 1, 2016 and ending on April 30, 2017 in the amount of \$31,796,919. As required by state statute, a public hearing on the city's FY 16-17 Tentative Annual Budget is scheduled for 6:30 p.m. on Monday, April 11, 2016.

**AN ORDINANCE ADOPTING A BUDGET FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017 AND APPROVING CERTAIN AMENDMENTS TO THE FY15-16 BUDGET.**

**WHEREAS**, the tentative annual budget has been made conveniently available to the public for inspection for at least ten (10) days, and

**WHEREAS**, the corporate authorities have held a public hearing pursuant to 65 ILCS 5/8-2-9 and have published notice of said hearing according to law;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, TAZEWELL COUNTY, ILLINOIS** that:

Section 1. The budget hereto attached, marked Exhibit "A", and by reference expressly made a part hereof, is hereby adopted.

Section 2. The amendments to the City of Washington's FY15-16 Annual Budget as delineated on the attached "Exhibit B" are hereby approved.

Section 3. The City Administrator and Washington Police Commission are hereby authorized to fill such employment vacancies as currently exist and/or as may occur in the future, up to total staffing levels specified in the budget without further authorization.

Section 4. This ordinance shall be in full force and effect from and after its passage and approval as required by law.

**PASSED AND APPROVED** this \_\_\_\_\_ day of April, 2016.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**Exhibit B**

**BUDGET AMENDMENTS  
FY 15-16**

<u>FUND</u>	<u>ORIGINAL BUDGET AMOUNT</u>	<u>REVISED BUDGET AMOUNT</u>	<u>\$ CHANGE</u>	<u>EXPLANATION</u>
<b>Motorized Equipme Replacement Fund</b>				
Purchases - Vehicle & Equipment	344,000	361,550	17,550	Replaced street sweeper ahead of funding schedule - Streets will increase funding accordingly in FY16-17.
<b>Liability Insurance</b>				
Insurance Expense	80,000	85,000	5,000	Insurance premiums increased more than anticipated.
<b>S. Cummings Rd. Impr. Debt Service</b>				
Debt Service	63,505	64,000	495	Reallocation of debt service after refinancing.
<b>WACC Debt Service Fund</b>				
Debt Service	253,721	286,000	32,279	Final debt service after refinancing more than anticipated.
<b>Mallard Crossing Special Services Area</b>				
Transfer to General Fund		48,000	48,000	Transfer of funds back to General that were advanced due to

**ORDINANCE NO. \_\_\_\_\_**

**Synopsis:** Adoption of this ordinance would increase the number of Class F licenses from six (6) to seven (7) and decrease the number of Class C liquor licenses from three (3) to two (2). This is a recent request of Casey's General Stores, Inc., 2201 Washington Road, to move from a Class C "beer and wine off-premise package" to a Class F "alcoholic liquor off-premise package" liquor license. The City's Liquor Commission has made a recommendation for approval.

**AN ORDINANCE AMENDING §112.20 OF THE CODE OF  
ORDINANCES OF THE CITY OF WASHINGTON, TAZEWELL  
COUNTY, ILLINOIS, TO INCREASE THE NUMBER OF  
CLASS F LIQUOR LICENSES AND DECREASE THE NUMBER OF  
CLASS C LIQUOR LICENSES**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
WASHINGTON, TAZEWELL COUNTY, ILLINOIS:**

**SECTION 1.** That paragraph (N) of §112.20 entitled "Number of Licenses" is hereby amended by deleting said paragraph (N) in its entirety and inserting the following as said paragraph (N):

(N) Number of licenses.

(1) There shall be no more than ten (10) Class A licenses for the sale of alcoholic liquor at retail in the City in force at any one time.

(2) There shall be no more than three (3) Class B licenses for the sale of alcoholic liquor at retail in the City in force at any one time.

(3) There shall be no more than two (2) Class C licenses for the sale of beer and wine at retail in the City in force at any one time.

(4) There shall be no more than three (3) Class D licenses for the sale of beer and wine at retail in the City in force at any one time.

(5) There shall be no more than two (2) Class E licenses for the sale of alcoholic liquor at retail in the City in force at any one time.

(6) There shall be no more than seven (7) Class F licenses for the sale of alcoholic liquor at retail in the City in force at any one time.

(7) There shall be no more than two (2) Class G licenses for the sale of alcoholic liquor at retail in the City in force at any one time.



(8) There shall be no more than two (2) Class J licenses for the sale of alcoholic liquor at retail in the City in force at any one time.

**SECTION 2.** That all ordinances or parts of ordinances in conflict with the provisions of this ordinance be, and the same are hereby repealed.

**SECTION 3.** That 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 \_\_\_\_\_, 2016.

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

# CITY OF WASHINGTON

## PLANNING & DEVELOPMENT DEPARTMENT

301 Walnut St. · Washington, IL 61571

Ph. 309-444-1135 · Fax 309-444-9779

<http://www.washington-illinois.org>

[joliphant@ci.washington.il.us](mailto:joliphant@ci.washington.il.us)

### MEMORANDUM

TO: Mayor Manier and City Council  
FROM: Jon R. Oliphant, AICP, Planning & Development Director  
SUBJECT: Official Map of Zoning Districts 2016  
DATE: March 30, 2016

Attached is an 11"x17" copy of the latest City of Washington Zoning Map. State Statute 65 ILCS 5/11-13-19 requires the City to publish each year an official zoning map for the municipality if any zoning changes were done. The map includes the two zoning changes over the past year. The changes were rezoning the Centennial Hills property from R-1A to CE and the north side of the 223 property from R-1A to C-3.

This map includes all of the latest final platted subdivisions, though some plats of survey have not been updated yet. This map also includes our latest GIS cadastral changes. All of the zoning is current and correct to the best of our staff's knowledge.

A first reading ordinance is scheduled for April 4 and a second reading is scheduled for April 20.

Attachment

ORDINANCE NO. \_\_\_\_\_

(Synopsis: Adoption of this ordinance approves the City of Washington Official Zoning Map for 2016 as required by state statute.)

**AN ORDINANCE ADOPTING CITY OF WASHINGTON  
OFFICIAL MAP OF ZONING DISTRICTS FOR 2016**

**WHEREAS**, the City is required by Section 11-13-19 of the Municipal Code to publish a map each year clearly showing the existing zoning uses, divisions, restrictions, regulations, and classifications of the City; and

**WHEREAS**, the City staff has caused a zoning map to be created accurately depicting those matters, a copy of which is attached hereto, marked "Exhibit 1," and by reference expressly made a part hereof.

**NOW, THEREFORE, BE IT ORDAINED BY THE CORPORATION  
AUTHORITIES OF THE CITY OF WASHINGTON, TAZEWELL COUNTY,  
ILLINOIS**, as follows:

**Section 1.** That the City of Washington Official Map of Zoning Districts for 2016 be, and the same, is hereby approved.

**Section 2.** That this ordinance shall be in full force and effect from and after its passage, approval, and publication as required by law.

**Section 3.** That all ordinances, or parts thereof, in conflict herewith are hereby expressly repealed.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

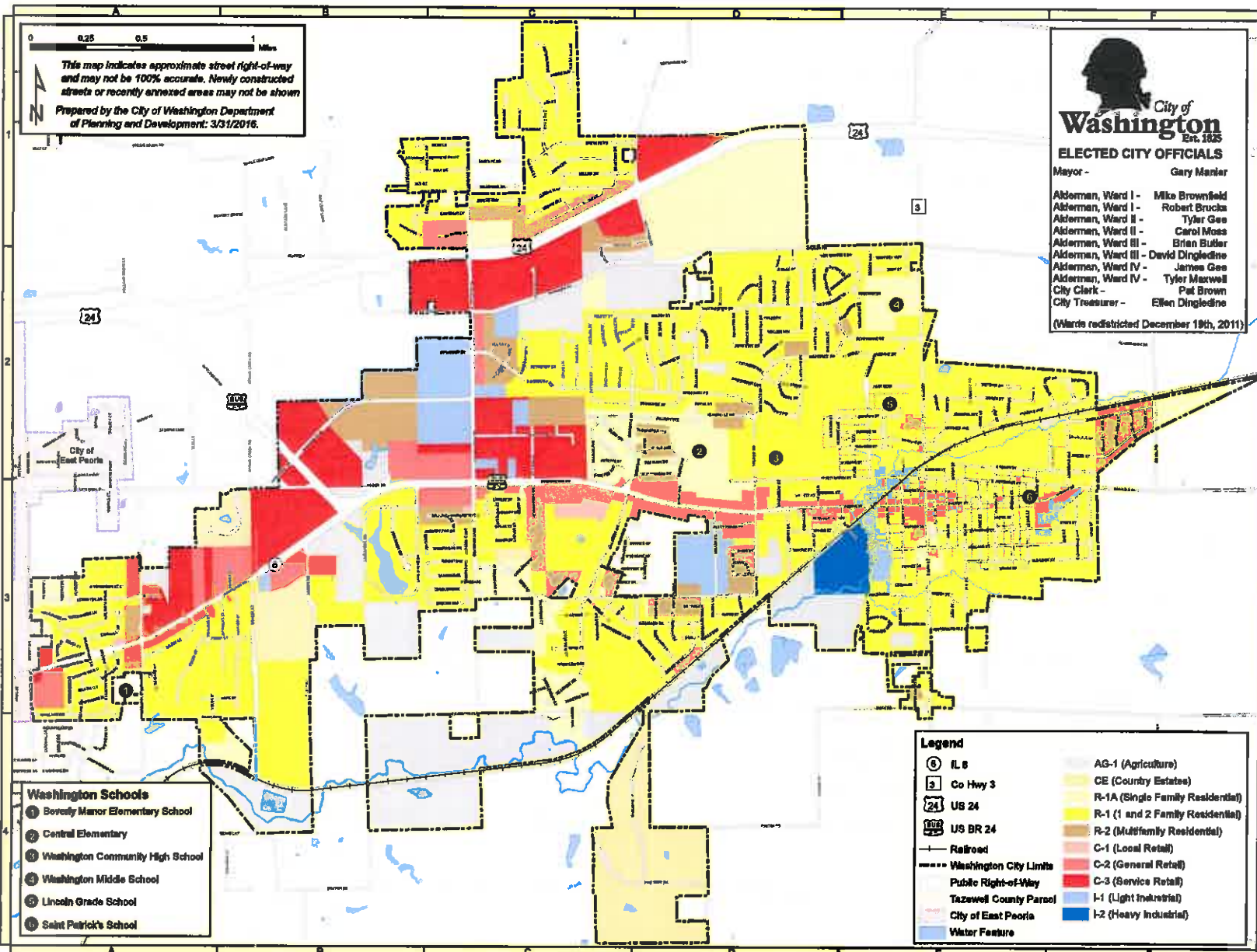
AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



**ELECTED CITY OFFICIALS**

Mayor - Gary Manier

Alderman, Ward I - Mike Brownfield  
Alderman, Ward I - Robert Bruckas  
Alderman, Ward II - Tyler Gee  
Alderman, Ward II - Carol Moss  
Alderman, Ward III - Brian Butler  
Alderman, Ward III - David Dingleline  
Alderman, Ward IV - James Gee  
Alderman, Ward IV - Tyler Maxwell  
City Clerk - Pat Brown  
City Treasurer - Ellen Dingleline

(Wards redistricted December 19th, 2011)

**CITY OF WASHINGTON**  
Tazewell County, Illinois  
**Zoning Map**

**STREET INDEX**

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- Washington Schools**
- 1 Beverly Manor Elementary School
  - 2 Central Elementary
  - 3 Washington Community High School
  - 4 Washington Middle School
  - 5 Lincoln Grade School
  - 6 Saint Patrick's School

**Legend**

- IL 6
- Co Hwy 3
- US 24
- US BR 24
- Public Right-of-Way
- Tazewell County Parcel
- City of East Peoria
- Water Feature
- AG-1 (Agriculture)
- CE (Country Estates)
- R-1A (Single Family Residential)
- R-1 (1 and 2 Family Residential)
- R-2 (Multifamily Residential)
- C-1 (Local Retail)
- C-2 (General Retail)
- C-3 (Service Retail)
- I-1 (Light Industrial)
- I-2 (Heavy Industrial)



# Memo

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TO: Mayor Manier and City Council  
FROM: Ed Andrews, Public Works Director  
SUBJECT: Phase 2B Interceptor Sewer Upgrade  
DATE: April 1, 2016

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In follow up to discussions held with the Public Works Committee and follow up presentation to the Committee of the Whole meeting on March 11 2016, a revised scope of services was requested from Strand and Associates for the completion of the Phase 2B Interceptor Sewer. This revised scope included services that were not originally included with the original design proposal, specially flow monitoring and influent pumping station (a/k/a the wet well) preliminary engineering.

Phase 2A bids were opened on January 26<sup>th</sup> and presented to Council at the Council Meeting of February 1<sup>st</sup>, 2016. With an approved intent of award to River City Construction for \$3,562,000 pending final approval the IEPA. This amount was below the Engineer's estimate of \$4M, however the estimate for the Phase 2B trunk sewer could increase from \$3.5M to \$5M depending on additional considerations not part of the original estimate, specifically a more detailed capacity analysis and forecasting of future growth to support upsizing.

Phase 2B will replace 2.3 miles of early 1970s interceptor sewer which not only connects the two sewer treatment plants, but also collects all but the far west-end of the City. Preliminary work done has found that the hydraulic profile of the alignment is constrained by creek crossing and the wet well of sewer plant #2. It is felt that this would be the opportunity to enhance both the capacity of the interceptor sewer and wet well (original to the 1970s build of STP#2).

Staff's recommendation would be to engage Strand and Associates for a total contracted amount of \$541,700 (\$367,800 Final Engineering plus the additional Preliminary Engineer Services), however page 5 under **Compensation** would be revised from a ~~lump-sum-fee-basis~~ to a Time and Material, Not to Exceed basis.

This matter has been placed on the agenda for the Council Meeting of April 3, 2016 for review and approval consideration.

cc: File



**Strand Associates, Inc.®**  
1170 South Houbolt Road  
Joliet, IL 60431  
(P) 815-744-4200  
(F) 815-744-4215

March 31, 2016

Mr. Ed Andrews, P.E.  
City of Washington  
301 Walnut Street  
Washington, IL 61571

Re: Farm Creek Trunk Sewer Replacement Project  
Scope of Design Services

Dear Ed,

We are pleased to submit the following proposal to the City of Washington. Our proposal includes the proposed Scope of Services and associated fee for Strand Associates, Inc.® (Strand) to provide preliminary engineering, final engineering, and bidding-related service to the City of Washington (City) for the proposed Farm Creek Trunk Sewer Replacement Project (Project).

### **Background**

The City has an existing trunk intercepting sewer that generally conveys flow from the existing sewage treatment plant (STP) No. 1 located at the south end of Woodland Trail to the existing STP No. 2 located at the end of Ernest Street. This trunk sewer is in poor condition and undersized for anticipated flow conditions. Furthermore, neither STP No. 1 nor the existing Farm Creek interceptor are capable of receiving nor treating flows in excess 0.6 mgd. Additionally, the City intends to decommission STP No. 1, thus, requiring the trunk sewer from STP No. 1 to STP No. 2 to meet the City's current and future needs.

The City has begun identification of existing easements and the existing interceptor sewer route. The City will be including the new trunk sewer in its facility plan for funding of the Project under the Illinois Environmental Protection Agency (IEPA) Water Pollution Control Loan Program (WPCLP).

### **Scope of Services**

#### Phase 1 Preliminary Engineering

1. Attend one project kickoff meeting with the City to discuss project goals and schedule, gather supporting information, and discuss particular features, perspectives, and concepts for the Project. The City will provide our team copies of the existing easement documents. Intentions for land acquisition and construction access for the Project will also be discussed.
2. Gather existing plans and plat information and anticipated development data provided by the City. Perform a theoretical service area flow study of the area tributary to the Farm Creek Trunk Sewer.
3. Gather current topographic and contour data from the City in electronic format compatible with MicroStation CAD software to develop base drawings for project design.
4. Gather existing flow metering and treatment plant flow data for the Farm Creek Trunk Sewer service area, as provided by the City.

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March 31, 2016

5. Perform a flow metering program to include installation, maintenance, interrogation, and removal of up to eight flow meters and two rain gauges for a period of 90 days. Collect and compile flow meter data to identify dry weather minimum, average, and maximum flow rates; identify peak flow rates measured in the system during monitored rain fall events; document dry and wet weather characteristics at each of the monitoring locations.
6. Compare theoretical flow calculations to the existing flow data provided by the City and the flow metering program data to determine, in concert with the City, the required flow capacity for the various segments of the new trunk sewer.
7. Develop conceptual drawings for up to three trunk sewer alternatives based on existing topographic mapping, aerial mapping, plat mapping, and easement documentation provided by the City. Route evaluation will include consideration of options for a combination of conveyance and storage of peak flows at STP No. 1 or STP No. 2. If the City desires to retain the existing sewer, we have assumed that the City will provide sewer cleaning and televising services. Engineering services related to reusing the existing interceptor will be provided under a separate agreement.
8. Complete preliminary engineering of a modified or new influent pumping station at STP No. 2 to accommodate a lower interceptor profile. It is anticipated that this effort will reuse/modify the existing wet well or create a new structure without a building. This effort will include replacing the existing excess flow pumps and reuse/replace the existing influent pumps.
9. Perform a hydraulic analysis of the trunk sewer to verify pipe size, slope, and pipe materials.
10. Develop concept level opinions of probable construction cost (OPCC).
11. Identify potential easement acquisition needs for each conceptual trunk sewer route.
12. Create a draft design memorandum presenting study findings and concept alternative plans. Provide draft design memorandum to City for review.
13. Meet with City to discuss draft design memorandum and finalize Project scope and parameters of the trunk sewer design project.
14. Finalize design memorandum and provide three final copies to City.
15. Submit a facilities plan to IEPA on the City's behalf for the purposes of project approval and funding. The City will provide section(s) pertaining to the description of the existing residential rate structure, average water consumption or the basis for billing, current average monthly residential bill, any proposed rate changes and the proposed average monthly residential bill as a result of the project(s).
16. Attend up to two additional meetings with the City during preliminary engineering. It is anticipated that these two meetings may also include meeting with property owners or other stakeholders to discuss the project.

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Phase 2 Final Engineering

For the purposes of defining the level of effort for final engineering, we assumed a single, 48-inch interceptor installed along the existing route since flows and capacities still need to be established through a preliminary engineering effort.

17. Prepare and submit the IEPA Loan Pre-application.
18. Assist the City in preparing and submitting a financial aid application for the Illinois Water Pollution Control Revolving Loan Fund and communicate with IEPA funding staff.
19. Perform a topographic survey over the final trunk sewer corridor. This survey includes up to 13,500 feet of linear survey from STP No. 1 to STP No. 2 for a width of 20 feet either side of the proposed trunk sewer centerline. We have assumed that the City will provide clearing and grubbing services for the entire route of the proposed interceptor corridor.
20. Assist the City in soliciting proposals and contracting for geotechnical sampling, testing, and reporting. The extent of sampling shall be as determined by the City and our firm. We will develop a Request for Proposal for the City's use in soliciting proposals.
21. Perform a wetland identification and delineation study along the Project corridor and provide the City with a final report.
22. Develop 50 percent complete engineering drawings and OPCC for the trunk sewer and provide to the City for review. Engineering design and drawings are based on up to 13,500 feet of trunk sewer. Design and drawings for storage of peak flows at STP No. 1 or STP No. 2 are not included in the Project, but shall be handled under a separate agreement with the City.
23. Develop engineering drawings and OPCC for the proposed influent pumping station at STP No. 2 determined during preliminary engineering. This effort will include the submittal and meetings identified under the Final Engineering Phase 2 interceptor scope of work and will be performed concurrently. The influent pumping station will ultimately be bid as a separate contract. Again, it is anticipated that this effort will require an underground structure without an at-grade structure, with the exception of hoist equipment for pump removal.
24. Develop and provide to the City legal descriptions and exhibits of recommended land or easement acquisition for the City's use in negotiating acquisition with property owners. The City will be responsible for acquiring the necessary land or easements for the project and if legal land surveys are required, will contract separately with a Registered Land Surveyor for those surveys and plats.
25. Meet with the City to review 50 percent complete engineering and land acquisition documents.
26. Develop 75 percent complete engineering drawings, technical specification, and OPCC for the trunk sewer and provide to the City for review. Technical specifications shall be based on our firm's standard specifications and will incorporate City specifications.
27. Develop bidding and contracting documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2007 edition and incorporating Illinois Revolving Loan Fund updates.



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28. Meet with the City to review 75 percent complete engineering documents.
29. Following 75 percent complete review with City, update engineering documents and submit to permitting agencies, along with permit applications. The following permits are anticipated:
  - a. IEPA Construction and Operation
  - b. US Army Corps of Engineer Joint Permit Application
  - c. IDNR–Office of Water Resources for Flood Plain Construction
  - d. IDNR Threatened and Endangered Species Consultation
  - e. US Fish and Wildlife Threatened and Endangered Species Consultation
  - f. Illinois Historic Preservation Agency (see below for Service Elements Not Included)
  - g. IEPA NPDES Permit for Construction Operations
30. Submit engineering drawings, technical specifications, bidding and contracting documents, along with a Certification of Plans/Specifications Compliance with Loan Rules to the IEPA for approval of the project for bidding.
31. Following receipt of all permit agency comments, revise engineering drawings and technical specifications and bring documents to final completion.
32. Attend up to two additional meetings with the City during final engineering. It is anticipated that these meetings may also include property owners or other stakeholders to discuss the project.

#### Phase 3 Bidding-Related Services

33. Distribute bidding documents electronically through QuestCDN, available at [www.strand.com](http://www.strand.com) and [www.questcdn.com](http://www.questcdn.com).
34. Attend one pre-bid meeting with the City and prospective bidders.
35. Respond to bidder questions during bidding period and issue addenda, as necessary.
36. Attend one bid opening and provide the City with a tabulation of bids.
37. Assist the City in award of a construction contract.
38. Submit bids along with a WPCLP Bid Certifications Form executed by City.

#### **Service Elements Not Included**

The following services are not included in this proposal. If such services are required, they will be provided as noted.

1. Additional and Extended Services during construction made necessary by:
  - a. Work damaged by fire or other cause during construction.
  - b. A significant amount of defective or neglected work of any contractor.
  - c. Prolongation of the time of the construction contract.
  - d. Default by contractor under the construction contract.

Any services of this type will be provided through an amendment to the agreement.

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2. Archaeological or Botanical Investigations: If field investigations necessary for agency approval require the services of an archeologist or botanist, we will assist the City in engaging the services of said professionals through a separate agreement.
3. Construction-Related Services: Construction-related services for the project will require a separate agreement with the City.
4. IEPA SRF Loan Application and Financial Information Checklist: The City shall be responsible for executing and submitting the WPCLP Loan Application Form and the WPCLP Financial Information Checklist to IEPA for Project funding.
5. Land and Easement Surveys/Procurement: Any services of this type, including, but not limited to, field work, preparation of legal descriptions, or assistance to City for securing land rights necessary for siting sanitary force mains, sewer, and appurtenances will be provided through a separate agreement with the City.
6. Permit and Plan Review Fees: All permit and plan review fees payable to regulatory agencies shall be paid for by City.
7. Preparation for and/or Appearance in Litigation on Behalf of City: This type of service by our firm will be provided through a separate agreement with the City.
8. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after services have been partially completed, will be provided through an amendment to the agreement.
9. Services Furnished During Readvertisement for Bids, if Ordered by City: If a contract is not awarded pursuant to the original bids, any services of this type will be provided through an amendment to the agreement.
10. Services Related to Buried Wastes and Contamination: Should buried solid, liquid, or potentially hazardous wastes or subsurface or soil contamination be uncovered at the site, follow-up investigations may be required to identify the nature and extent of such wastes or subsurface soil or groundwater contamination and to determine appropriate methods for managing of such wastes or contamination and for follow-up monitoring. Investigation, design, or construction-related services related to buried solid, liquid, or potentially hazardous wastes or soil or groundwater contamination will be provided through a separate agreement with the City.
11. Design Services related to Peak Flow Storage Facility, STP #1 Demolition/Decommissioning, or STP #2 Modifications related to Phase 2B Improvements: This type of service by our firm will be provided through a separate agreement with the City.

### **Compensation**

Preliminary Engineering – Phase 1, Final Engineering – Phase 2, and Bidding-Related Services are proposed on a lump sum fee basis, to be billed monthly in proportion to the engineering services completed.

Mr. Ed Andrews, P.E.  
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Task	Compensation
Preliminary Engineering – Phase 1	
Flow Metering	\$43,500
Flow Capacity Analysis	\$12,500
Influent Pumping Station Preliminary Engineering	\$15,000
Route Study and Preliminary Engineering	\$60,900
Administration, Meetings, and Final Report	\$28,000
Final Engineering – Phase 2	\$367,800
Bidding-Related Services	\$14,000
<b>Total</b>	<b>\$541,700</b>

### Schedule

With each of these points in mind, we have developed the preliminary schedule for the major work items, as follows:

Task	Date
Project Kickoff	April 2016
Flow Metering	April 2016 through June 2016
Facilities Plan Submittal	August 2016
Topographic Survey	November 2016
Final Design Submittal	June 2017
Tentative IEPA Facilities Plan Approval Date	August 2017
Open Bids	September 2017
Construction	January through November 2018

The timelines for each task are dependent on the final scope identified in the preliminary engineering as well as agency review times. However, this schedule provides an overview of how the whole project fits together over time.

Please let us know if this proposal is acceptable. If so, we will forward an agreement for execution. If there are any questions or if additional information is required concerning this proposal, please call us at 815-744-4200.

Sincerely,

STRAND ASSOCIATES, INC.®



Michael R. Waldron, P.E.



Brian T. Molenaar, P.E.

9901.973/MRW:bsg

Farm Creek Interceptor Fee - Washington, IL					
Municipality	Dia. (in)	Bid Year	Construction Cost (Million \$)	Design Fee	Percent Construction Cost
Channahon, IL	27	2005	\$ 0.53	\$55,300	10.5%
Joliet, IL	54	2005	\$ 1.82	\$163,000	9.0%
Bardstown, KY	36	2008	\$ 3.87	\$252,000	6.5%
Louisville/Jefferson Co. MSD	72	2012	\$ 12.80	\$1,070,000	8.4%
Sandwich, IL	24	2006	\$ 1.78	\$160,000	9.0%
Columbus City Utilities, IN	108	2008	\$ 1.83	\$119,670	6.6%
Columbus City Utilities, IN	66	2008	\$ 4.06	\$283,462	7.0%
Dubuque, IA	42	2012	\$ 5.00	\$450,000	9.0%
Washington, IL	48	2017	\$ 7.75	\$367,800	7.4%

Proposed Design Engineering Compensation  
Compared with EPA Reasonableness

