

**COMMITTEE OF THE WHOLE**  
**MONDAY – APRIL 11, 2016**  
**LIBRARY MEETING ROOM - 380 N. WILMOR ROAD**  
**WASHINGTON, ILLINOIS**

Mayor Manier called the Committee of the Whole meeting of April 11, 2016 to order at 6:36 p.m. in the Library meeting room at Five Points Washington.

Present: Aldermen Brownfield, T. Gee, Moss, Butler, Dingledine, J. Gee, and Maxwell.

Absent: Alderman Brucks.

Also present: City Administrator Culotta, Controller Baxter, Director of Public Works Andrews, P & D Director Oliphant, Police Chief Volk, Attorney Keith Braskich (Davis & Campbell), City Treasurer Dingledine, and City Clerk Brown.

**MINUTES**

1. Aldermen wishing to be heard on non-agenda item – None.
2. Citizens wishing to be heard on a non-agenda item – None.
3. Approval of Minutes: T. Gee moved and Alderman Brownfield seconded to approve the minutes of the March 14, 2016 Committee of the Whole meeting. Motion carried unanimously by voice vote.
4. Proposed Fire Department Agreements – Attorney Braskich shared that last fall discussions began on potential language changes and funding in the services agreements, but following discussions it was the consensus to continue with the current services and funding agreements for one year. He indicated that both agreements have been approved by the Fire Board. He shared that an additional year will give everyone time for further review and discussion on potential changes. Alderman Dingledine asked what the potential changes consisted of and Mayor Manier shared that with the amount of investment the City has for services we would like to have an additional seat on the Board as well as additional language that addresses the upkeep of the facility and equipment and better communication overall. Alderman Brownfield indicated that we are not unhappy with services but we need to take into consideration what will happen within the next ten years. The Committee was in agreement to move the ordinances to Council for action.
5. Washington Chamber of Commerce Agreement – Washington Chamber of Commerce Executive Director Chevie Ruder presented the proposed annual work agreement for the 2016-2017 fiscal year which closely mirrors the current agreement in place with the exception of removing the ‘Business Recovery Efforts’ section. She went over several areas in relation to the agreement including a new tiered membership dues structure that allows members to choose a level of service that meets their needs rather than it just being based on the number of employees they have. She shared that she is very excited about this way of offering dues and that it offers new services and is being received well by the membership. She shared that the Chamber is currently in the process of undergoing a strategic plan as well. Mayor Manier thanked her for the presentation. Alderman J. Gee asked about the new services being offered as part of membership and Executive Director Ruder went over several noting the following: a coop marketing element is in place where businesses can share marketing costs with each other; enhanced business promotions; a relocation package where they help facilitate integrating new businesses in town; enhanced sponsorship benefits; and a non-profit level sponsored by other businesses that allows non-profits to join at no cost in order for them to enjoy limited services. The Committee was in agreement to move the ordinance to Council for action.
6. MTCO Franchise Agreement Amendment – City Administrator Culotta shared a proposed amendment to the MTCO Franchise Agreement noting the following: 1) the original agreement was entered into in March of 2013 and held a three-year completion date for fiber installation to be completed; 2) the November 2013 tornado impeded this timeline; and 3) MTCO is seeking to amend the agreement to allow for a deadline

extension to December 31, 2016. He shared that MTCO is confident they can complete the installation by this date and are basically working to complete the western edge of town. Alderman Dingleline expressed his approval of the extension as long as they assure us it will be done by the end of the year. Alderman Brownfield shared that he works with quite a few of MTCO's employees in his business and they have said they are shooting to be completed late summer or early fall. The Committee was in agreement to move the resolution to Council for action.

7. Liquor Code Amendment Consideration, Happy Hours – City Administrator Culotta shared that the City's Liquor Commission has met in regards to reinstating happy hours within our liquor code to mirror the recent reinstatement of happy hours in the state law that took effect in July of 2015. They have recommended to mirror the state's language with the exception of limiting the hours that happy hours can occur to Monday through Friday from 3:00 p.m. until 6:00 p.m. He shared the state language allows happy hours to occur on any day but limits them to 15 hours per week. Following discussion, it was the consensus to amend the language based on the Liquor Commission's recommendation and move the ordinance to Council for action. It was also brought up to have the Liquor Commission review the code as it pertains to Sunday sales and serving hour extensions to 2:00 a.m. for certain holidays.
8. Consideration of services outside scope of Municipal Services Fiber Project, CliftonLarsonAllen, LLP – Controller Baxter provided background on the request for consideration of services in conjunction with the fiber data network project connecting City facilities noting the following: the Finance & Personnel Committee has reviewed the request and no concerns were indicated; invoices were received totaling over \$17,000 compared to the authorized amount of \$9,000; significant discounts were applied as costs were nearly double the anticipated amount; and with discounts applied the amount outside of scope is at \$4,552.50. She then went over the categories that were affected. Alderman J. Gee asked if she was in agreement with everything and Controller Baxter replied that she was. The Committee was in agreement to move this item to Council for action.
9. Extension of Audit Services Agreement – Controller Baxter provided background on the proposed one year extension to Phillips-Salmi for auditing services noting the following: the Finance & Personnel Committee has reviewed the extension request and recommends approval of a one year extension to Phillips-Salmi for auditing services; potential legislation exists that may mandate rotation of audit services in the future so that is why a one year extension is being proposed in lieu of a three-year proposal; and the contract fees will remain unchanged at \$25,600 plus an additional \$2,500 should a single audit be required for the one year time period. The Committee was in agreement to move this item to Council for action and to take steps to request proposals at large next year.
10. Property & Liability Insurance Renewal – Controller Baxter provided background on the renewal of the City's property & liability insurance which is up for renewal on July 1, 2016 noting the following: The Finance & Personnel Committee has reviewed the renewal information and recommends approval for Alexander-Murray to shop the market and provide a renewal proposal; Alexander-Murray has been the agent of record since 2011; HCC Insurance is our current insurance carrier; and Dennis Hermann, our Alexander-Murray representative, continues to shop the market for us on an annual basis to determine the best policy for our coverage. Controller Baxter indicated that she would like to see the term change to a calendar year which could be done if we go out for bids next year. The Committee was in agreement to give Alexander-Murray direction to shop the market and provide a renewal proposal for the City's property & liability insurance.
11. High School Resource Officer – Police Chief Volk provided background in regards to the annual High School Resource Officer agreement noting the following: the agreement mirrors last year's agreement with a slight increase in overall costs to the High School; an officer restructuring is being proposed that allows us to implement the use of two officers that will split the year in providing service as the High School Resource Officer; the split will come between the spring and fall semesters between Officer Baele and Officer Westbrook; and after speaking with Assistant Superintendent Sander, they should not have a problem absorbing the slight increase. The Committee was in agreement to move the ordinance to Council for action.

12. Draft Ordinance, Lincoln Street – Public Works Director Andrews shared that as part of the annual sign upgrade program the Street Department relied on the City’s GIS information in regards to street names which resulted in the replacement of a long standing Lincoln Street sign with a Lincoln Avenue sign. He shared that the sign has since been restored to Lincoln Street after a review of historic records where it was found that dating back to 1936 references to the street have historically been Street. He shared that phone calls were received from residents that wanted it changed back to Street from Avenue as well. Following discussion, it was the consensus of the Committee to move the ordinance to Council for action.
13. Mr. Manhole Skid Steer Attachment – Public Works Director Andrews provided background on the purchase of a Mr. Manhole attachment that will allow manhole structure adjustments to be done in-house noting the following: the Public Works Committee has reviewed the consideration to purchase and no concerns were indicated; currently we are using cheater rings for adjustments but over time they start to rock and lose stability; the proposed attachment is efficient and works well; an auger attachment would be needed as well at a cost of \$2,900 which brings the total purchase price to \$11,000; bid prices for the manhole adjustments needed as part of the tornado roadway restoration contract were adjuster rings at \$529.20/each and manhole reconstruction at \$1,512/each; and 20 manholes have been identified that we would like to undertake this coming fiscal year which would recoup the cost of the attachment in a short order. Following discussion, it was the consensus of the Committee to move this item to Council for action.
14. Illinois Transportation Enhancement Program (ITEP) – P & D Director Oliphant provided background on ITEP’s call for projects noting the following: we have received funding previously for recreation trails along N. Cummings and Business Route 24; grants continue to be an 80/20 match with only \$29M available in funding this year; the Public Works Committee has been in discussion and would like to see us proceed with two different applications; one would be for a recreation trail along McClugage and Centennial that could result in a joint project with East Peoria but after discussions on their priorities they are considering something different and would not participate; and the other project would be a streetscape improvement around the Square which could include reconstruction of sidewalks, new crosswalks, reconstruction to the interior square coping, and street lighting; and applications are due on June 17<sup>th</sup> if there is desire to move forward. Following discussion on whether chances would be greater with a one project submittal or a two project submittal it was the consensus of the Committee to submit the two projects and to move the resolution to Council for action in mid to late May so it can be included in the application process.
15. Square/Entrance Signs Watering/Maintenance Authorization – P & D Director Oliphant shared that the annual Square/Entrance Signs watering/maintenance has gone out for bids and will be coming before the Council for action at the May 2<sup>nd</sup> City Council meeting.
16. Special Use, New Life Christian Church, 2 Washington Plaza – P & D Director Oliphant provided background on a recent special use request that went before the Planning & Zoning Commission for recommendation noting the following: the request is for a church to locate as a special use within a C-2 zoning district at 2 Washington Plaza; the unit is located in the first building along Washington Road facing west; the unit is just shy of 5,000 square feet; the church’s attendance is currently 160 adults and 40 children; and the Planning & Zoning Commission has made recommendation to City Council to allow the special use. It was the consensus of the Committee to move the ordinance to Council for action.
17. Geographic Information System (GIS Services Contract) – P & D Director Oliphant provided background regarding the annual GIS services contract noting the following: the City has been utilizing the services of Scott Bradbury with As-Built Mapping, Inc. since 2008; the components of the contract remain the same as the previous year contract with the exception of adding an additional \$10K for additional mapping services as part of the City’s strategic planning process as well as additional water and sewer mapping. It was the consensus of the Committee to move the resolution to Council for action.
18. Automated Meter Reading (AMR) Update – Public Works Director Andrews provided a brief update on the AMR project noting the following: the radio installation on the water tower should be completed by the end of the month; we are communicating with some radio remotes now; and HD Supply and its subcontractor are

issuing letters now for residents to make appointments for their meter replacement. Controller Baxter shared that they are working closely with United Meters and letters should be going out mid to late this week notifying residents to call and make their meter replacement appointment. She indicated that they will be starting in Area 1 and are excited for the process to begin. Mayor Manier noted that we continue keeping information out there for residents during the project as he is hearing that some residents are not understanding what is happening with the project and Controller Baxter shared that letters to residents have been going out with a second wave going out the first of May.

19. Other Business – Public Works Director Andrews shared a recent PPUATS funding announcement for the second phase of the Cruger Road multi-use recreation path. He also shared that we were a strong contender on a joint submittal with East Peoria on a shorter section of Centennial that would take the path from Summit back to McClugage as well as from Summit back to Route 8 showing a full tie in of approximately 2.25 miles. He shared that our current funding for phase one of the Cruger Road multi-use path will see construction next summer and phase two would be an additional two years out for construction. Mayor Manier indicated that last year they picked three projects for funding and we came in third with East Peoria being fifth but ended up voting to move East Peoria to the third spot, which moved us down and out for consideration last year. Treasurer Dingleline shared that the Health Insurance Committee's next Lunch and Learn series is focused on wellness and is having a nutritionist speak on eat more weigh less this coming Wednesday with two times available (11:00-Noon and Noon-1:00) and encouraged everyone to attend.
20. At 7:55 p.m. Alderman Brownfield moved and Alderman Moss seconded to adjourn. Motion carried unanimously by voice vote.

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Patricia S. Brown, City Clerk