

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

Mayor Manier called the Committee of the Whole meeting of July 11, 2016 to order at 6:35 p.m. in the Library meeting room at Five Points Washington.

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

Absent: None.

Also present: City Administrator Culotta, Controller Baxter, Director of Public Works Andrews, P & D Director Oliphant, Police Chief Papis, 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: Alderman T. Gee moved and Alderman Brownfield seconded to approve the minutes of the June 13, 2016 Committee of the Whole meeting. Motion carried unanimously by voice vote.
4. **BUSINESS ITEMS**

- A. Automated Meter Reading (AMR)/Water Policy – Controller Baxter provided an update regarding the timeline in which the information and notification process was provided to water customers about the AMR and meter replacement program, noting that they have adequately been notified. She provided information on 32 Area 1 water customers who have not responded to the letters sent requesting them to make contact to schedule an appointment. She noted that of the 32 only 9 remain that were sent a letter by UMI indicating that if an appointment is not made by June 17th a final letter will be sent by the City of Washington. She requested direction from Committee to move forward with the 4th and final notice for Area 1 customers using the means directed by our ordinances on gaining access to the water meter. She read the language in §50.37 of the City's code entitled "Entry Upon Premises; Failure of Owner to Comply" where it states free access must be granted at all reasonable times for maintenance and/or replacement purposes and if such access is not granted, the water shall be shut off and not turned on again until access has been granted. She shared that if staff is directed to proceed a shut-off date would be indicated in the letter for a week from the date it was sent and that the same process would be used for all remaining areas.

Public Works Director Andrews indicated that as of today 4 of the unresponsive customers have been contacted through the efforts of the Water Department leaving 5 remaining. Alderman Brucks asked if the 5 remaining accounts show current water usage and Andrews replied that they do. Following a brief discussion, it was the consensus of the Committee to move forward with the 4th letter at the appropriate time that indicates at least a 2-week notice prior to the water being shut off.

- B. CIERT/ILEAS Rifle, Police Department – Police Chief Papis shared the following in regards to the purchase of a CIERT/ILEAS rifle: 1) the Commander of CIERT was present at the Public Safety Committee meeting this evening to talk with the committee and answer any questions; 2) all questions were answer to committee's satisfaction; and 3) the item is in the

- current budget to purchase. Alderman Butler shared that had not seen the expense as directly related to the participation of one of our Officer's and what he contributes to the CIERT team. He shared that the rifle will be owned by the City to be used by our CIERT team member when responding to a call. Following a brief discussion, it was the consensus of the Committee to move the purchase authorization forward to City Council for consideration.
- C. Special Use, Daycare Facility: 26 Washington Plaza – P & D Director Oliphant shared the following in regards to the special use request that will be coming before City Council at their next meeting: 1) the request was heard at the recent Planning and Zoning Commission meeting that resulted in a recommendation for approval; 2) the space will hold approximately 185 kids and Mr. Poe did a market study that supports this number; 3) with this space being occupied it brings the Plaza to 93% occupied with hopes of attracting tenants to the remaining spaces; 4) all DCFS regulation will be met for the facility; and 5) the outdoor play area will be east of building wrapping around to south. Alderman Dingledine asked with the recent church occupying a space and now the daycare would it keep a restaurant from going in where alcohol is served and Oliphant replied that he was not aware that it would.
- D. Preliminary Plat – Summit Estates, Section 2 – P & D Director Oliphant shared the following in regards to the preliminary plat that will be coming before City Council at their next meeting: 1) it is a minor 7.5 acre rural residential subdivision outside the city limits but within our 1.5-mile planning jurisdiction; 2) Section 1 of the subdivision was developed about a decade ago; 3) it will create two additional lots with one having access off of Mickel Parkway and the other having access off of Summit Drive; 4) the Planning & Zoning Commission previously waived the 60' right-of-way requirement for the Summit Drive access as it only has a 40' right-of-way width; 5) a third lot is being created for the existing cell tower and will have an ingress/egress easement for access; 6) the Planning & Zoning Commission made a recommendation for approval at its July 6th meeting; and 7) the final plat of the subdivision will also be on the City Council agenda for consideration.
- E. Viaduct Supplemental Traffic Control – Public Works Director Andrews shared the following in regards to the upcoming Business 24 viaduct pavement reconstruction: 1) the winter of 2013/2014 was very harsh on the pavement and an emergency repair was done which is resulting in a number of impacts to bridge from travelling semi's that are over the posted 13' clearance; 2) the pavement reconstruction project was bid on IDOT's June 10th letting and the start of the project is pending; and 3) the project contract provisions regarding traffic control were discussed at the Public Works Committee and with the 6-week project timeline the consensus was to set up temporary traffic signal poles at the N. Main and Jefferson intersection as well as the use of portable signal trailer units for better traffic control during the project. It was the consensus of the Committee to move this provision for temporary signaling during the project forward to City Council for consideration. Mayor Manier commented that even though we worked extremely hard with IDOT on the start of this project, the railroad has all rights under the bridge and are driving the timing of the project and we are hoping for a September 23rd completion date. Alderman Dingledine shared that Public Works Committee thought it better to signalize for traffic control rather than having Officer's standing and controlling traffic. Mr. Scott Weaver shared that the work on the Diebel Road railroad tracks will be completed before school starts.
- F. Code Amendment: Chapter 117 entitled "Motel Tax" expanding means to collect Motel Tax interest, and/or penalties – City Administrator Culotta shared the proposed amendment will allow the City to place a lien on a property if a need ever arrived due to the failure to pay a Motel Tax and/or related interest and penalties. He shared that the Finance & Personnel Committee went over the proposed amendment at their last meeting and is favorable to the language amendment. It was the consensus of the Committee to move the proposed amendment forward to City Council for consideration.

- G. Cemetery Columbarium Draft Guidelines – City Clerk Brown shared the following in regards to the draft guidelines for the Glendale Cemetery columbarium: 1) the guidelines were drafted from existing guidelines from another municipality that has erected an identical columbarium in their cemetery; 2) along with the general guidelines, Committee consideration for the pricing of the niches within the columbarium is being requested as well; and 3) after researching pricing options there does not seem to be an industry standard to work with. She went on to share the current pricing structure for our in-ground burial graves and several ways that other cemeteries price out fees for their niches. Following a brief discussion, and wanting to keep the purchase price affordable to help in alleviating in-ground burial spaces being used for cremation burials only, it was the consensus of the Committee to move the draft guidelines forward that included a fee structure that keeps the purchase of a niche affordable to City Council for consideration.
5. Other Business – None.
6. At 7:50 p.m. Alderman T. Gee moved and Alderman Moss seconded to adjourn. Motion carried unanimously by voice vote.

Patricia S. Brown, City Clerk