

**COMMITTEE OF THE WHOLE
MONDAY – AUGUST 8, 2016
LIBRARY MEETING ROOM - 380 N. WILMOR ROAD
WASHINGTON, ILLINOIS**

Mayor Manier called the Committee of the Whole meeting of August 8, 2016 to order at 6:49 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, 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 – Kris Hasten owner of Sentimental Journey on Washington Square shared that she has been in business for 24-years and the main issue over the past 20-years has always been the lack of parking on the Square. She shared that businesses have changed over the years where more are holding classes that bring more 2 to 3-hour parking traffic as well as all the parking issues with the upper apartments along the Square. She mentioned the upcoming streetscape project and how proposed crosswalks will take up more parking spaces as well. She shared that she is thankful for the N. Main Street parking lot that will provide more public parking next to Brucks but it would also be nice to have additional parking on the south side of the Square and believes the timing is right for the City to look at purchasing the parking lot that the Gross' currently own. She shared that there have been several business inquiries about the lot from a bridal business and a restaurant and they are asking if the parking lot will be a public parking lot. She shared the lack of public parking is why that side of the Square is not developing and why all the events are moving off of the Square. She shared that there is currently over \$1M in the Downtown TIF that us as merchants have paid into over the years and the number one thing we want is more public parking where anyone can use it. She indicated that they are happy with the restriction being proposed that it remains a public parking lot for 15-years. She shared that this lot would offer public parking on all three corners of the Square as well. She indicated that she would like to be involved and that several others are interested as well and asked if anyone had any questions. Mayor Manier indicated that Council is being accused of not being for the Square but we are doing things to make improvements. He shared that we are not trying to sell spaces and an ATM would also take up existing spaces. Kris asked what the nature of the problem was and Mayor Manier shared that a fair bid has been submitted for the property. A brief discussion ensued on the public parking restriction that was asked for and its potential consequences. Alderman J. Gee shared an update from the Public Works meeting on the N. Main Street parking lot indicating that bids should be received by Friday with an award on Monday. He shared that the completion date is targeted for September 23rd.
3. Approval of Minutes: Alderman Brownfield moved and Alderman Moss seconded to approve the minutes of the July 11, 2016 Committee of the Whole meeting. Motion carried unanimously by voice vote.
4. **BUSINESS ITEMS**
 - A. Rezoning Request: Casey's General Stores, Inc. – P & D Director Oliphant shared the following in regards to the rezoning 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 property is a 126 square foot piece currently owned by RP

Lumber and if the rezoning is approved will be sold to Casey's store to use for future expansion on the site; and 3) the piece would be attached to one of Casey's existing C-3 zoned parcels. 1st reading next Monday and second reading in September.

- B. Health Insurance Summary Plan Process Clarification – City Administrator Culotta shared the following in regards to the Plan process: 1) the Plan Description allows an employee to appeal adverse benefit determinations with appeals made to the Plan Administrator; 2) the Plan Administrator is defined as the City of Washington; 3) appeals have been directed to the Finance & Personnel (F&P) Committee in the past; 4) the City Attorney has reviewed the Plan document and views the use of the F&P Committee as a good procedure; 5) the City's Code states the role of the Committee is to make recommendations to the City Council; and 6) the F&P Committee has reviewed several options to clarify who serves as the Plan Administrator and the consensus was for the F&P Committee to review the appeals and make recommendation to the City Council. He shared that this would clearly identify the process going forward and would not require an amendment but would be an internal policy. He also shared that review can take place in executive session and HIPA rules would be protected. It was the consensus of the Committee to move the policy forward to City Council for consideration.
 - C. Geographic Information Systems (GIS) Services – Public Works Director Andrews shared the following in regards to GIS services for the remainder of FY16-17: 1) statement of qualifications and proposals were received for supporting services from three firms; 2) these services were budgeted at \$68,500 for FY16-17 under our previous contract, leaving a total of \$57,412 available for these services in the remainder of FY16-17; 3) the fee comparisons were generated from a minimum billing of 8-hours per week to an evenly divided monthly rate based on the total budget divided over a remaining 9-months of this FY; 4) the services would support both the City's basic GIS mapping as well as support of various engineering tasks, including assistance in completion of the sewer capacity mapping, integration of the mapping refinements of the City's water model into the City's base map, sign replacement tracking, and updating of pavement ratings for various street segments; and 5) staff would look to advance the contract proposal to City Council with Cloudpoint Geographics, Inc. for consideration on Monday, August 15th. He shared that they were founded in 2011 with a sole focus in GIS. It was the consensus of the Committee to move the contract award forward to City Council for consideration. Alderman J. Gee asked how many employees they have and Andrews replied 5 total of which three are GIS Professionals (GISP). He shared that we would be assigned one GISP for our onsite work.
 - D. Downtown Square Streetscape Update – P & D Director Oliphant shared the following on streetscape work: should have approval from IDOT this fall; Council had previously approved working with Hutchison Engineering for engineering services which are now completed; we are getting to the point of meeting with businesses and the community as whole to go over the plan; the Square specialty shops hope to have this as an item on their agenda to start going over; by mid-September should be ready for a public open house; a long term projection would be to meet again at mid-point of the process for additional input; hold another open house session as well at the tail end of the project; should know more early next year about funding from IDOT on the full project or if we will have to look at prioritizing; and will be providing updates as they come in.
- 5. Other Business – None.
 - 6. At 7:20 p.m. Alderman Dingledine moved and Alderman T. Gee seconded to adjourn. Motion carried unanimously by voice vote.

Patricia S. Brown, City Clerk