



Special City Council Meeting Minutes  
Monday, September 29, 2025, at 6:30 p.m.  
Five Points Banquet Room - 360 N. Wilmor Road, Washington, Illinois

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**Call to Order** Mayor Lilija Stevens called the special meeting to order at 6:30 p.m., with a quorum present.

**Roll Call** *Present:* Alderpersons Blundy, Ernst, Johnson, McIntyre, Moss, Smith  
*Absent:* Alderperson Sluder  
*Remote:* Alderperson Martin

**Also Present** Interim City Administrator/City Engineer Dennis Carr, Police Chief Jeff Stevens, City Clerk Valeri Brod, and City Attorney Mark Walton, Press

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**Pledge of Allegiance** Mayor Stevens led the Pledge of Allegiance.

**Approval of Remote Attendance** *Alderperson Moss motioned to approve the remote attendance of Alderperson Martin for medical reasons; Alderperson Ernst seconded. Motion approved unanimously by voice vote.*

**Audience Comments** Washington resident Bruce Wilson has quit using the bike paths in the morning due to kids riding scooters. He noted there are signs that say no motorized vehicles on trails. He checked state law which says riders of low-speed vehicles should be 16 years or older and helmets are required for anyone under 18. Sidewalks are prohibited unless a municipality allows them. The kids ride through the square and on sidewalks while visitors are shopping. He suggested making regulations and provided a document to be passed around.

**Deletions/Additions** None provided

**Mayoral Communication**  
*Possible Creation of Deputy City Administrator Position Discussion*  
The City Attorney explained that the concept is to have a department head serve as Deputy City Administrator who is involved in administration with the active City Administrator when they are not available. This would have to be created by ordinance. Jim Arndt expressed support. Mayor Stevens explained that this would be additional duties given to an existing department head such as Mr. Carr and she feels this creates continuity. She would like this on the October 6<sup>th</sup> meeting agenda with waiving the second reading. Alderperson Moss expressed favor and feels this could have benefited in the past. It was clarified that this position does not have to be posted and it would be the mayor's recommendation with consent from Council. Alderperson Ernst expressed favor and cautioned to craft the ordinance to spell out that the Deputy City Administrator moves into the City Administrator role when it is time. Alderperson McIntyre feels the process is being rushed and expressed concerns with a possible lack of interest or a resignation. It was clarified that there is financial compensation for the additional responsibilities and evaluations play a role in the process. Attorney Walton is reluctant to put a dollar amount in an ordinance but shared that general compensation language can be included. He further clarified that the Deputy would report to the City Administrator. Concerns regarding working relationships were briefly discussed. Alderperson Martin expressed favor but asked that clarifying language be included allowing the Deputy to automatically step in when needed. Alderperson Blundy expressed favor but suggested the title be Assistant to the City Administrator in lieu of Deputy Administrator. Attorney Walton clarified that larger communities have a stand-alone deputy and this would not create shared City Administrator responsibilities. Mayor Stevens explained that the name deputy is consistent with our Deputy City Clerk and Deputy Police Chief. Alderperson Martin favors this position becoming "acting" City Administrator until the mayor can appoint someone. Alderperson Johnson suggested language regarding education or experience. Alderperson Smith expressed favor, noting it would have been helpful when Jim Snider left. Mr. Carr noted the value in the position when there is an absence, noting issues with the transitions in the past. Alderperson McIntyre feels continued education should be offered. Mr. Carr noted that education would be budgeted.

**City Administrator Search Process and Schedule Discussion**  
Jim Arndt and Scott Smith were present to provide the process and schedule for the City Administrator search. Mr. Arndt shared that their goal is to find a successful candidate who is a good fit. They have received phone calls about the position already. He feels we will have 50-60 applicants but noted stability will be a hurdle. Council members will be contacted via phone individually to see what they are interested in. Multiple candidates will be interviewed then Council will go into closed session to discuss which individual candidates to bring for the in-person interviews. They encourage candidate confidentiality, clarifying that it improves the pool of candidates. Mayor Stevens pointed out that Communications Specialist Amanda Roberts and Human Resource Manager Maureen Chambers will be helping with the process. Mr. Arndt reviewed the provided schedule. They will assist in narrowing the candidate pool down to five candidates or less, do full background checks and various assessments. Candidates will come for a tour, meet with the leadership team and with Council using a staggered schedule. Additional interviews would push the timeline back. He suggested Council email him

with any candidate recommendation that they might have. Including certain education and experience requirements and credentials by the International City Managers Association was favored. He noted some items should be listed as preferred but not necessary. Suggested qualifications included seven years of department head experience, military officers with command experience, a combination of education and experience, a Master's degree or lengthy experience. Regarding salaries and incentives, Mr. Arndt noted that this would usually be discussed in closed session. Mr. Carr noted the last City Administrator would have fit into the discussed salary range. The majority of Council seems favored a range of \$160,000-\$180,000 with annual increases with Council's approval. Tying increases to certain goals, using the city's vehicle leasing program instead of compensation, starting with three weeks of vacation, including conference attendance, five days sick leave, IMRF contributions and severance details were suggested as negotiating tools. It was clarified that 20 weeks is maximum severance allowed per State Statute. Mr. Arndt clarified that severance is only applicable if dismissal occurs without cause, further noting this position carries more risk of political termination than any other position. The community's reaction to the paid severance of the previous City Administrator was noted. Alderperson Blundy feels the same protection should be given to the City Administrator as is given to department heads. Alderperson Johnson feels that candidates already know there is a tumultuous issue with this position but hopes that they would love us and stay. Attorney Walton feels candidates place value on severance packages. Alderperson Moss noted that candidates will likely watch this video but hope to find value in the Council's input. City code states the position has no more than five-year contracts as well as a residency requirement. Council suggested \$10,000 moving assistance. Mr. Arndt suggested the creation of a Director's Panel to meet with candidates and possible Stake-holders Panel, noting that the Stake-holders Panel is not very common. Mayor Stevens feels this will help project an image that we care what our community thinks. Alderperson McIntyre shared timeline concerns. Confidentiality, employment laws and risk were discussed regarding outside stake-holder involvement. Mr. Arndt shared that most candidates will likely come from our region and he clarified that he will follow up with our community after the candidate is placed. Mr. Scott shared that follow up is helpful when establishing the relationship. Mayor Stevens shared that no one went to IML this year but hopes they go next year.

**Alderperson Comments** None provided

**Adjournment** At 8:19 p.m. *Alderperson McIntyre moved to adjourn; Alderperson Smith seconded.*  
Motion carried by voice vote.



Valeri L. Brod, City Clerk