

**COMMITTEE OF THE WHOLE
MONDAY – DECEMBER 9, 2019, LIBRARY MEETING ROOM
380 N. WILMOR ROAD, WASHINGTON, ILLINOIS**

Mayor Manier called the regular Committee of the Whole meeting of December 9, 2019 to order at 6:30 p.m. in the Library meeting room at Five Points Washington.

Present: Aldermen Adams, Black, Brownfield, Butler, Cobb, Dingledine, Stevens, and Yoder.

Absent: None.

Also present: City Administrator Forsythe, Controller Baxter, Public Works Manager Schone, P & D Director Oliphant, Police Chief McCoy, Deputy Police Chief Stevens, Consulting Engineer John Anderson, City Treasurer Dingledine, City Clerk Brown, and Press.

MINUTES

1. Aldermen wishing to be heard – None.
2. Citizens wishing to be heard – Tim Cheatham, 508 W. Adams Street, expressed his frustration with high school students parking along the street in front of his home. He made indications to the disruption they are causing and just recently he found a note on his car with offensive language that he believes was put there by a student. He asked that consideration be given to limiting parking on W. Adams Street now before any type of emergency occurs.

John and Sharon Amdall, Wellington Drive, asked for the City Council members to reconsider their decision to not increase the City's property tax when they vote at next week's City Council meeting. They expressed their desire to continue the long-term prudent financial planning that has kept the City from facing challenges like cutting services, personnel layoffs, deteriorating roadways, and other actions taken to reduce the budget. Their comments are attached and made part of these minutes.

3. Approval of Minutes: Alderman Brownfield moved and Alderman Black seconded to approve the minutes of the November 11, 2019 Committee of the Whole meeting. Motion carried unanimously by voice vote.

4. **BUSINESS ITEMS**

- A. Proposed Ordinance Amendment: Chapters 10, 30, & 31 – City Administrator Forsythe brought forward for consideration language that would clarify the definition of corporate authorities with respect to voting, add details when the Mayor is permitted to vote, and clarify the voting procedure for disposition of City-owned surplus property. He indicated that an incident occurred when the Blumenshine farm property was recently sold of the votes necessary to accept an offer once it was declared surplus and if a vote of the Mayor was allowable and is recommending the amended language for clarification. Following discussion, it was the consensus to move this item forward to Council for consideration.
- B. Public Works Engineering Reorganization – City Administrator Forsythe brought forward for consideration a proposal for the reorganization of the Public Works Department and City Engineer position. He shared the current structure includes City Engineer/Public Works Director and a Public Works Manager and based on the current needs of the City with its focus on capital improvements and an aggressive 20-year reconstruction plan he is proposing the following structure: 1) separating the Public Works Director position from the City Engineer and make them both stand-alone positions; 2) adding an engineering technician position to focus on implementation of the Capital Improvement Plan and day-to-day operations of the Engineering Department, utilizing MFT funding for salary and benefits for the position, and this field position helps in keeping the City Engineer position focused more on design engineering and project management; 3) Public Works Director position would manage

and set policy and direction for the department, utilizing the services of the Engineering Department; 4) adding a utilities superintendent position (non-union) in the Public Works Department that would assist in setting policy and management of the Department, formulate solid work plans and set realistic goals for the day-to-day operations of the Department, lessening the burden on the Director position. He shared Temporary Consulting Engineer, John Anderson, concurs with the reorganization proposal based on his observations of the current structure and the balance needed to move projects forward and maintain day-to-day operations. He shared the two new positions would help in creating a more professional department as well as give opportunity for others to move up within the department resulting in better succession planning. Discussion ensued on the proposed reorganization related to salary rate structures, cross training opportunities, the recently announced IDOT Business 24/Route 8 reconstruction and its impact on departments, the positive impact of having a more structured work load organization, and internal candidate interest in positions that would potentially leave our new hires in the laborer positions. City Administrator Forsythe indicated the goal is to come back with new job descriptions through the Finance & Personnel Committee for recommendation and the overall process would be about 6-months to implement. It was the consensus to move this process forward to allow for appropriate budgeting.

- C. W223 Property Farm Lease – City Administrator Forsythe brought forward for consideration the extension of the current farm lease with Aaron Vercler for the W223 property noting the following: 1) challenges of potential development occurring; 2) design of recreation trail along W. Cruger Rd. and not having a greater depth to account for farm equipment weight at the farm entrances which resulted in cracking of the trail; 3) the lease extension would include a \$5,800 reimbursement back to the City for the recreation trail damages as well as the following: a 24-month lease extension with the same cancellation clause as the existing contract as well as two additional 1-year options which would come back to Council for consideration before moving forward; include in lease payment the cost of adding one properly designed farm access off W. Cruger Rd.; and include a bonus payment to the City determined by the actual harvest of the commodity grown on the property. Alderman Stevens asked if anyone else had expressed interest in the lease and City Administrator Forsythe commented he had one express interest and had communicated that we were currently looking at the potential of extending the current lease. Alderman Dingedine noted that the current lease amount is appropriate and the bonus payment for additional yield is good. Alderman Brownfield noted that Public Works Committee recommends moving forward with the lease extension. It was the consensus to move this item forward to Council for consideration.
- D. Capital Improvement Plan (CIP) Proposals – City Administrator Forsythe brought forward for consideration two proposals that have been received regarding the implementation of a new Capital Improvement Plan. He provided a summary of the top four Council goals and noted that the Capital Improvement Plan is the most crucial to start with. He reached out to multiple firms and received proposals from Crawford, Murphy, & Tilly (CMT) and Terra Engineering, noting the following: CMT has completed projects for the City related to utilities and water/sewer systems and are very knowledgeable in those components; CMT's proposal is a shorter time period proposed at 274 hours and is a less complex but thorough plan that we can use for the next few years and is more of an implementation document; Terra's proposal has a significant CIP focus on 5-years with a 20-year component; Terra's proposal is a 6-month time period to complete and will be more of a planning document; and non-MFT funds are available in the 2019/2020 budget. Following a brief discussion, staff was given direction to proceed with recommending a firm and negotiating a fee for services.
- E. General Fund Capital Improvement Update – City Administrator Forsythe and Controller Baxter provided a General Fund Capital Improvement update (attached) that consisted of a summary of major projects and general timelines for completion that included the following: Non-MFT Seal Coat; Maintenance Crack Sealing; N. Lawndale Reconstruction; W. Holland Reconstruction; Stratford Bridge; Recreation Trails; Safe Routes to School; Nofsinger Road Realignment/Dallas Road Phase 2 Improvements; and Freedom Parkway/Lakeshore Drive. Information on the N. Lawndale and W. Holland reconstruction was shared that consisted of a more common approach among communities that separate the private improvements from the public improvements allowing for projects to begin within a shorter timeframe. The Committee was favorable to this approach that would allow a spring bidding for the first contract to begin the street, water, sewer, and sump line public improvements with the

private improvements to follow on a second contract. City Administrator Forsythe indicated that we will be televising the individual laterals and in doing so will also give us an anticipated cost of restoration as well. He shared that additional engineering fees will be forthcoming on as engineering services are exceeding the original not-to-exceed amount, noting that there are funds available to cover the overage. A brief discussion ensued on the City's portion of the Centennial recreation trail, its feasibility with East Peoria's lack of pursuit on completing their portion, how tuning down 80/20 match dollars can impact future funding, and how this scope helps us get through the intersection complete with design. Alderman Stevens asked if Sunnysdale Estates was affected in the Safe Routes to School projects and asked if the trail could move behind the middle school across from Breezeway. P & D Director Oliphant replied that IDOT could potentially challenge the location due to the lack of access control that would exist mid-road along W. Cruger. Controller Baxter went over spreadsheet updates of the planned expenditures from reserves as well as a calculation of balance available for discretionary capital (attached). Following the updates, Alderman Butler expressed his agreement in delineating the public and private improvements on N. Lawndale and W. Holland and that enforcement of the disconnection of footing tiles from the sanitary sewer system is critical in these projects. City Administrator Forsythe thanked staff for their time in helping to compile the updates.

- F. No Parking Consideration – Public Works Manager Schone brought forward for consideration and direction the recent parking concerns along W. Adams Street generated by the on-street parking of high school students. He went over the map showing the current restricted parking areas, current ordinance regulations, and current signage in place. Following discussion, it was the consensus of Committee to restrict the parking in the W. Adams Street area to no parking while school is in session and allow residents abutting the street to obtain a permit through the Police Department. The permit allows for the issuance of a placard that would be placed in a resident's vehicle that is parked on the street while school is in session and is currently being done now in other permit parking only areas in the city. It was also noted to make corrections to the current no parking signage that match's the City's ordinance regulations as well as making them enforceable by the Police Department.
 - G. Mailbox Policy – Public Works Manager Schone brought forward for consideration a formal mailbox reimbursement policy. He shared there is no formal written policy now when mailboxes are damaged during winter operations and would like to see a formal process created for residents when reimbursements are being considered. He shared currently they are reimbursing \$100 and recommends this to be the maximum reimbursed amount along with complying with the appropriate placement standards if the homeowner chooses to replace the mailbox themselves. Following discussion, it was the consensus of Committee to forward this item to Council for consideration.
5. Other Business – None.
 6. At 8:08 p.m. Alderman Brownfield moved and Alderman Stevens seconded to adjourn. Motion carried unanimously by voice vote.



Patricia S. Brown, City Clerk

Committee of the Whole

Comments – December 9, 2019

We are Sharon and John Amdall and we live on Wellington in Washington.

The reason we are here is to ask the City Council members to reconsider their decision to not increase the City's property tax when you vote at next week's City Council Meeting.

As background, we have enjoyed living in a City where our leaders have demonstrated long-term prudent financial planning. We hope that each of you are beyond grateful for the people who sat in your seats 10 and 20 years ago who made robust financial decisions so that you are NOT facing the challenges of your peers in other cities – cutting services, firing police officers, letting roads deteriorate, and other draconian actions to reduce the budget.

Yes, property taxes are too high, but the City of Washington's portion is only 5% of the total property tax bill. If you want to reduce property taxes, please resign your seat here, and run a campaign for the school board with this as the cornerstone of your platform. We would eagerly welcome property tax reductions.

OR you could work to influence the state of Illinois to stop imposing unfunded mandates on the cities.

Also, when people complain to you that the city's property taxes are too high, we hope that you are living up to your duty as council members and educating the complainers about the reality of the situation instead of simply agreeing with them and letting them remain uninformed.

The reality is that the City of Washington cannot solve the property tax problem and the City's property tax revenues are used for pensions and vital services.

Those of you who insist on no property tax increase for the City of Washington are voting **AGAINST** the interests of those of us who live here... and who value the services provided by the city, including clean water, sanitary services, police protection, fire protection, roads (for those not IDOT), etc.

Bottom line – if you choose to vote for a flat property tax rate, this obligates you to also vote for no salary increases for any of our hometown HEROES – such as the police who are creating our safe community – or the public works people who keep our clean water flowing, or any of the other dedicated people who make Washington a wonderful community and serve those of us who live here.

If you vote for a flat property tax AND you vote to increase salaries, you are setting Washington on a risky and negative financial path.

Please vote to keep Washington financially healthy, and continue the tradition of those who came before you of making solid, prudent, long-term financial decisions.

Thank you.



CITY OF WASHINGTON, ILLINOIS
Committee of the Whole Agenda Communication

Meeting Date: December 09, 2019

Prepared By: Ray Forsythe, City Administrator *RAF*
 Joanie Baxter, Controller *JEB*

Agenda Item: General Fund Capital Improvement Update

Explanation: Staff has been working on the 2019/2020 Capital Improvement Projects that are listed in the 2019/2020 Budget. Following is a summary of the major projects and a general timeline for completion. Also attached is an update of Planned Expenditures from Surplus and a Calculation of the Balance Available for Discretionary Capital.

Capital Project Transfers - FY 19-20					
Project	Adjustment	Project Funds Transferred From	Original Budget	Transfer	Adjusted Budget
Stratford Bridge	373,300	Non-MFT seal coat	392,500	373,300	765,800
Capital Improvement Plan	100,000	Non-MFT seal coat	-	100,000	100,000
Maintenance Crack Sealing	15,000	Non-MFT seal coat	35,000	15,000	50,000
Additional Consulting Engineering/Other	101,700	Non-MFT seal coat		101,700	101,700
Non-MFT seal coat	(590,000)		590,000	(590,000)	-
Total	-		1,017,500	-	1,017,500

Non-MFT Seal Coat:

The current budget has \$590,000 identified for Non-MFT Street Repair/Seal Coat. This line item has no identified projects associated with it and it is Staff's recommendation to reallocate funds to other projects which are underbudgeted. Details below.

Maintenance Crack Sealing:

Project Estimate: \$50,000. Ace in the Whole has been authorized to complete this work on a not-to-exceed \$50,000. The work is underway and could be completed if weather permits by the end of December or will be finalized once the weather breaks in the spring. Funding: \$35,000 original operational budget; \$15,000 from Non-MFT Seal Coat. Project completion FY 19/20.

North Lawndale:

Project Estimate: \$1,700,000. Design of the project is at 80% and it is anticipated that design can be completed over the winter with bidding in the spring and construction commencing in late spring 2020. The process for the private improvement component is still being researched by City Staff, City

Date Prepared: 12/6/2019

Attorney and the design engineering firm and a recommendation will be forthcoming to the City Council. The consulting engineer is substantially over budget on design due to the lengthy process and changes in the scope of the project. The existing contract is a not-to-exceed contract at \$57,552. Staff will be recommending a supplemental contract with Mohr & Kerr to offset overage from the original contract due to inactivity and scope change. It is anticipated that there would only be \$40,000 in engineering fees spent in fiscal year 2019/2020 on this project as construction is likely in the spring and the first payout would be during fiscal year 2020/2021. Funding will continue to be from the General Fund, Utility Funds and the balance from Reserves. Project completion FY 20/21.

West Holland:

Project Estimate \$500,000. Design of the project is at 20% and it is anticipated that design can be completed over the winter with bidding in the spring and construction commencing in summer. The decisions made on the private improvement of Lawndale will set the standard for this and future projects. The only estimated expenditures during fiscal year 2019/2020 is \$11,000 in engineering fees. Funding will continue to be from the General Fund, Utility Funds and the balance from Reserves. Project Completion FY 20/21.

Stratford Bridge:

Project Estimate: \$830,800. This project was bid earlier this year and came in over budget. The project was amended to include a relocated watermain. It has been placed on the IDOT letting which is due on December 19th. It is anticipated that construction will be done in the spring. Initial engineering was paid in FY 18/19. A contract addendum to cover the revised design/water main relocation and Phase III Engineering will be coming to the City Council on December 16th. FY 19/20 Funding \$765,800: \$385,000 Reserves, \$373,300 Non-MFT Seal Coat; \$7,500 Street Budget. Project Completion FY 19/20.

Rec Trails:

Centennial Drive Bike Path (ITEP). Project Estimate: \$319,810. This project has a current deadline of March 2020. Staff is seeking an extension to the grant due to design delays. The primary cause of the delay is the challenge of alignment due to ROW and topographical issues and IDOT standards. The current engineering contract is not sufficient to complete the design. A supplemental engineering contract will be forthcoming to the City Council for \$14,000 which is in this year's budget. FY 19/20 Funding: \$44,000 from Rec Trails. Project Completion FY 20/21.

Business Rt 24 – Gilman to Eagle (ITEP). This project is on hold until a determination on the Route 8/Business 24 reconstruction project is detailed by IDOT.

Safe Routes to School:

Project Estimate: \$534,011. The City has received grant funds for two Safe Routes to School projects. The projects require a local participation related to project costs over \$200,000 each. Engineering Services RFQ's have been published for the projects and it is anticipated a recommendation will be forthcoming to the City Council in January 2020. FY 19/20 Funding: \$400,000 Grant Funds, \$134,011 in Safe Routes to School Budget. Project Completion FY 19/20.

Nofsinger Road Realignment/Dallas Road Phase 2 Improvements:

Project Estimate: \$5,750,000. \$750,000 Reserve Funds were budgeted in FY 19/20 in hopes of obtaining a State or Federal Grant. No grant has been received and staff does not anticipate any funds to be spent in FY 19/20. A decision will need to be made by the City Council to budget local funds for this project in the future.

Freedom Parkway/Lakeshore Drive:

Project Estimate: \$3,500,000. \$412,500 Reserve Funds were budgeted in FY 19/20. City Council has approved the Phase 1 design engineering to be completed. Staff will complete the RFQ process and bring a contract forward to the City Council. No construction is anticipated until grant funds are received for this project. FY 19/20 Funding: \$20,000 (est); FY 20/21 Funding \$150,000; Project Completion FY 23/24.

Fiscal Impact: Varies by project

Recommendation/

Committee Discussion Summary: Informational only.

Action Requested: Engineering Contracts will be presented to the City Council for projects that haven't been started and/or supplemental engineering contracts for design engineering completion.

Calculation of Balance available for Discretionary Capital		
General Fund		
Revenue	10,607,859	
Less: Tele. Tax	(243,000)	
Adjusted Unrestricted Revenue	10,364,859	
Expenditures		
Personnel	5,251,500	
Operations (revised)	2,790,698	
Transfers		
WACC Debt Service	307,437	
Wash. 223 Debt Service (net)	64,771	
ESDA (avg.)	22,000	
MERF (average)	660,000	
CERF (average)	45,000	
Adjusted Expenditures	9,141,406	
Excess	1,223,453	
Transfer from Tele. Tax	289,000	
Available for Discretionary Capital	1,512,453	
Accounting System	200,000	
Available in typical year	1,712,453	
Capital budgeted for FY19-20		
Funded from Reserves:		
N. Lawndale	677,500	
W. Holland	287,500	
Stratford Bridge	385,000	
SWM - N. Lawndale/Holland	800,000	
Freedom Pkwy/Lakeshore Dr.	412,500	
Nofsinger match	750,000	
	3,312,500	
Sealcoat	550,000	
Rec. Trail match	119,502	
Safe Routes to Schools match	134,011	
L/A	7,000	
Streets - other capital	282,000	
Police	76,700	
P/Z	1,500	
F & R	157,000	
Total capital	4,640,213	
Available for discretionary capital	1,512,453	
Capital as budgeted	4,640,213	
Spent in excess of discr. Capital	(3,127,760)	
Reduction to General Fund Balance	(2,999,301)	