

CITY OF WASHINGTON, ILLINOIS
CITY COUNCIL MEETING - MONDAY, MARCH 2, 2020
LIBRARY MEETING ROOM
380 N. WILMOR ROAD – 6:30 P.M.

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| Call to Order | Mayor Manier called the regular meeting of Monday, March 2, 2020 to order at 6:42 p.m. in the Library Meeting Room at Five Points Washington. |
| Roll Call | Present and answering roll call were Aldermen, Adams, Black, Brownfield, Butler, Cobb, Dingledine, Stevens, and Yoder. Also present was City Administrator Ray Forsythe, Finance Director Joanie Baxter, P & D Director Jon Oliphant, Public Works Director Kevin Schone, Chief of Police Mike McCoy, Deputy Chief of Police Jeff Stevens, City Treasurer Ellen Dingledine, City Clerk Pat Brown, and the Press. |
| Pledge of Allegiance | All present stood for the Pledge of Allegiance which was led by Robert from Boy Scout Troop 163. |
| Agenda Review | The Agenda was reviewed and amended as follows: On motion by Alderman Black and second by Alderman Dingledine, Consent Agenda Item C (<i>Purchase Authorization: Police Department Pool Van Replacement</i>) was asked to be removed from the Agenda. On roll call the vote to remove was: <u>Ayes: 8</u> Adams, Black, Brownfield, Butler, Cobb, Dingledine, Stevens, Yoder <u>Nays: 0</u> <u>Motion declared carried.</u> The Agenda stood as amended. |
| Approve Consent Agenda | Alderman Cobb moved and Alderman Black seconded to approve the Consent Agenda as presented. Items included on the Consent Agenda were minutes of the February 17, 2020 regular City Council meeting and approve & authorize TIF subsidy payment #3: S & S Properties, 116-124 Peoria Street, Phase 2. On roll call on the motion to approve the vote was: <u>Ayes: 8</u> Adams, Black, Brownfield, Butler, Cobb, Dingledine, Stevens, Yoder <u>Nays: 0</u> <u>Motion declared carried.</u> |
| Announcements | Mayor Manier congratulated the High School Wrestling Team for finishing 2 nd in the State Championship. |
| Audience Comments | None. |
| Finance & Personnel Committee | Alderman Daniel Cobb, Finance & Personnel Committee, reported no items on the agenda for consideration. |
| Public Safety Committee | Alderman Brian Butler, Public Safety Committee, reported no items on the agenda for consideration. Police Chief McCoy noted that monthly stats were emailed out this afternoon and there have been a couple more car burglaries in the N. Cummings subdivisions and with the use of video footage has put us in a good position of apprehending those responsible. |
| Public Works Committee – contract authorization: Freedom Pkwy Phase 1 engineering | Alderman Mike Brownfield shared they will also be discussing Ordinance C, authorizing the residential solid waste agreement with PDC Services, Inc., under this portion on the agenda as well. Alderman Mike Brownfield, Public Works Committee, brought forward for Council authorization an Engineering Services Contract with Terra Engineering, Ltd. for Phase 1 Engineering for Freedom Parkway in an amount not-to-exceed \$120,927.66. He asked P & D Director Oliphant to provide a brief summary, noting that Committee is in favor of the request. Alderman Brownfield moved and Alderman Cobb seconded to authorize the contract as presented. On roll call the vote was: <u>Ayes: 8</u> Adams, Black, Brownfield, Butler, Cobb, Dingledine, Stevens, Yoder <u>Nays: 0</u> <u>Motion declared carried.</u> |
| Public Works Committee – contract authorization: N Lawndale Ave | Alderman Mike Brownfield, Public Works Committee, brought forward for Council authorization a Construction Engineering Services Agreement (Ph III) with Hutchison Engineering, Inc., for the N. Lawndale Avenue Reconstruction Project in an amount not-to-exceed \$198,500. Alderman Brownfield moved and Alderman Dingledine seconded to authorize the contract as presented. On roll call the vote was: <u>Ayes: 8</u> Adams, Black, Brownfield, Butler, Cobb, Dingledine, Stevens, Yoder <u>Nays: 0</u> <u>Motion declared carried.</u> |
| Public Works Committee, Residential solid waste contract ordinance discussion | Ordinance C was moved to this portion of the agenda. City Administrator Forsythe shared that he wanted the opportunity for more discussion on the residential solid waste agreement and then could be moved back down under the Ordinance portion of the agenda for first reading. He shared that representatives from PDC Services, Inc. are here to answer any questions as well. He provided a summary of the agreement and the request for proposal process. He indicated the following: 1) two proposals were received (Waste Management and PDC); 2) the lowest bid for the City’s contract was received from PDC which not only provided for the lowest rate in year one but over the life of the 7-year contract as well; 3) the annual percentage escalator from PDC was 2.75% over the life of the contract and was 4% from Waste Management; 4) with the expiration of the Waste Management contract being March 31 st we are looking at a shorter time |

period for the approval process if Council desires to contract with PDC; 5) Waste Management has been contacted and is willing to meet this week on a transition plan if Council desires to contract with PDC; 6) an All Cart Program was submitted by PDC as an option due to their automated vehicles which allows for recycling to be picked up without getting out of the vehicle, reducing costs related to workers compensation and injuries and would also include a waste cart as well with the option of placing additional waste volume in approved containers/bags for collection; 7) glass recycling would not be allowed under the PDC contract and is standard across the country now due to the cost of recycling glass being higher than the cost of producing new glass; 8) Waste Management included it in their contract with the clause that they had the ability to eliminate any recycling materials during the life of the contract and have had numerous conversations with Waste Management over the past year on the difficulty in glass recycling; 9) a drop off location for electronics recycling is included in the PDC contract proposal; 10) landscape waste would only be allowed under PDC's twelve month billing subscription program at a cost of \$10 per month; 11) landscape waste would be collected citywide on Friday's seasonally from April through November either from a rented yard waste cart from PDC, bags, or bundles and the current bag sticker program through Waste Management would be eliminated; 12) the City does have limited burning regulations and a brush pickup service in the spring and fall for those that might only generate a small amount of landscape waste. He noted that he is recommending using the All Cart Program which in the first year will have a \$15.25 monthly fee with a 2.75% increase annually for the next 6-years of the contract. Discussion ensued on the following topics with the representatives from PDC: recycling changes; yard waste collection changes; and solid waste collection container options. City Administrator Forsythe noted that he did seek references and receive two very good references today from the Village of Morton and City of Peoria who have similar programs. He shared this evening's agenda includes an ordinance authorizing a contract with PDC Services, Inc. for their All Cart Program (waste & recycling) for first reading and if the Council desires to not engage in the All Cart Program for recycling the ordinance would need to be amended and brought back for consideration. He also asked that Council consider waiving the second reading of the ordinance this evening if the desire is to contract for the All Cart Program for both waste and recycling. Alderman Brownfield moved and Alderman Stevens seconded to waive second reading of the ordinance. On roll call the vote was:

Ayes: 8 Adams, Black, Brownfield, Butler, Cobb, Dingledine, Stevens, Yoder

Nays: 0

Motion declared carried.

Alderman Brownfield moved and Alderman Yoder seconded to approve the All Cart Program with PDC Services, Inc. On roll call the vote was:

Ayes: 8 Adams, Black, Brownfield, Butler, Cobb, Dingledine, Stevens, Yoder

Nays: 0

Motion declared carried.

Mayor Manier asked Mr. Coulter from PDC Services, Inc. to share any comments. Mr. Coulter shared his thanks and addressed the Council noting the following: 1) they had provided this service to Washington from 2004-2009 and have been excited to get service back in Washington and are thankful for this opportunity; 2) he introduced his Peoria Area Manager (Kevin) and Route Manager Jeff Day who do an outstanding job and are very instrumental in our reputation of having the best service company in central IL; and 3) the business has been family owned since 1928, is community invested and shared his thanks for the vote this evening. Mayor Manier noted that Mr. Shangraw also lives in Washington and can take care of issues as well and sees no issues from the customer service standpoint. He indicated community meetings and different things to help educate the public will take place to help in the transition especially with the short timeframe. Mr. Shangraw explained the following regarding transition: 1) Waste Management will come in at the end of this month and empty their carts and pull them off the street; 2) within the next month PDC will be mailing postcards, developing a website, and doing community outreach to get information to residents about the changes and the choices that are available to them through the new contract; 3) PDC will place the order for carts based on the confirmed choices from residents which will take approximately 6-weeks for production and anticipate delivery to residents in June; and 4) the first billings will be for base service only and yard waste service under the subscription program with the all cart program billing coming after the carts are delivered in June. City Administrator Forsythe shared he had a good conversation with Mr. Schaab at Waste Management and doesn't see cooperation being an issue through the transition process. Alderman Stevens indicated that through conversation it is her understanding that there will be no junk pickup in April and Mr. Shangraw indicated that is correct. She indicated that it is her understanding that there will be brush pickup in April and that was confirmed. Mr. Shangraw indicated that bulky item pickup will be in June this year and transition back to April and this information will be indicated on the postcard mailing as well.

Public Works Director Schone indicated that for the month of February Public Works has received 100 service requests and letters will be going out to residents impacted by the Stratford Drive Bridge Project to meet IEPA requirements due to the possibility of lead in waterlines. He shared this serves as a precaution notice to residents when a permit is obtained through the IEPA for construction of or repairs to a water main indicating that we will also be including our own facts on how we work to lessen the chances of lead in the pipes. City Administrator Forsythe shared that this does not mean we have lead in our water and pipes but is a requirement by the IEPA that we notify the residents of the potential hazard of lead.

Mayor Manier requested Council approval of the following appointments: Planning & Zoning Commission, Hans Ritter; Board of Managers Glendale Cemetery, Carol Moss; and Economic Development Commission members, Elizabeth Heider, Kristi Howell, Brad Mahoney, Randy McGuire, Barb Plata, Troy Reed, and Joe Russell.

Residential solid waste contract ordinance discussion, (Cont.)

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Residential solid waste contract discussion, (Cont.)

Public Works Update

Appointments: PZC, Cemetery Board, & EDC

Appointments: PZC, Cemetery Board, & EDC, Cont.)

Alderman Dingleline moved and Alderman Butler seconded to concur with the appointments as presented. On roll call the vote was:

Ayes: 8 Adams, Black, Brownfield, Butler, Cobb, Dingleline, Stevens, Yoder

Nays: 0

Motion declared carried.

Mayor Manier asked City Administrator Forsythe to explain the EDC and how it will move forward. City Administrator Forsythe shared the following: the EDC is an advisory board that will help Planning & Development Director Oliphant and himself in our economic development efforts; they will be key in developing our economic development plan moving forward; will be a sounding board for staff and give direction to Council on their opinions to economic development; will be a useful group of individuals that include short term and long term business owners and bankers; the insight given to staff and Council from those working in business daily is valuable in decision making; and is looking forward to having the EDC established to help in moving our community forward in the planning process for effective economic development.

Budget review, staffing requests

City Administrator Forsythe brought forward for discussion proposed staffing requests for FY20-21. A spreadsheet showing actual costs for first year new employees was provided in addition to the previously received Council communication and individual Employee Requisition forms. He shared the following: staffing is key for policy decisions and is not taken lightly; the staffing requests are coming all at once because he asked Department Directors for them to be done during the budgeting process and may consider this be done earlier in the process next time but wants to also make sure the revenue source is there for additional staffing; and the benefit of sales tax in Washington continues to survive and is confident that the sales tax will remain and/or grow. He went over the requests that included the following: three staffing requests from Public Works Department; two staffing requests from Police Department; and one part-time staffing request from City Administrator. He asked for feedback from Council on the Police Department requests that include the addition of one Police Officer and one MEG Unit Police Officer. He shared that the national average for a community our size indicates we have lower staffing than other departments around the country, noting that the challenge in that is we are all different but there is importance to look at long term. Discussion ensued on the following: what the City currently pays for the use of using the MEG agency now; what the benefit would be for Washington to have its own MEG Unit Officer in the program; the time commitment of having an Officer in the program; and how officers are hired and the effects of future retirements. City Administrator Forsythe asked for what the Council's interest level was in adding employees and would come back to employees next week when we have a better understanding of our revenues. He noted that the staffing requests can be funded and it would be staff's responsibility to bring back and show you what the impact would be. He shared the spreadsheet shows the cost of adding every position requested which represents a \$341K commitment this year with an increase every year moving forward with commitment to pensions, social security, etc. Alderman Dingleline noted the challenge in making a determination without a revenue stream and what the consequences would be. Mayor Manier asked for the possibility of a straw poll to determine where everyone stands and have staff bring back the results of where the funding would come from to have a better idea. City Administrator Forsythe shared he is asking that if there is an appetite to increase staffing, and if so, if any of the proposed staffing positions have any interest from the Council. Finance Director Baxter provided a snapshot of revenues and where we are now based on the decision to draw down the General Fund reserves \$3.3M for capital projects. She indicated the end result is we still have \$5.2M in reserves for one-time capital projects which is a healthy position to be in. City Administrator Forsyth shared that our revenues are increasing faster than our budget expenses if the special projects are taken out and we want to be conservative in a volatile environment but our type of economy will continue to survive with hopes of continued growth. He shared that he is not proposing to add 5 new employees he is asking if there is any interest in adding any employees. Following discussion, it was the general consensus that staff bring back more information in order to prioritize the requests and make a decision at the next meeting.

Budget review, Group 3 (General Fund, Public Works Related Funds, Capital Project Funds, Debt Service Funds)

Finance Director Baxter provided summaries of the Group 3 (General Fund, Public Works Related Funds, Capital Project Funds, Debt Service Funds) budget review which are attached and made part of these minutes. Department Directors provided comments and answered questions related to their respective operating departments. City Administrator Forsythe thanked Council for bearing with Staff as this was a great deal to look at in order to get the General Fund brought forward and shared his appreciation for all the feedback. He noted that both Water and Sewer Funds will be coming forward for review at the next meeting.

Adopt resl, approve City Attorney reappointment

City Administrator Forsythe read a resolution, by title and brief synopsis, approving City Attorney reappointment and establishing Attorneys' fees. Adoption of this resolution would reappoint Attorney Richard Russo as City Attorney, Attorney Derek Schryer as Assistant City Attorney, and would approve the use of other Davis & Campbell attorneys. It also provides for hourly compensation for each of the attorneys. Alderman Dingleline moved and Alderman Brownfield seconded to adopt the resolution as read. On roll call the vote was:

Ayes: 8 Adams, Black, Brownfield, Butler, Cobb, Dingleline, Stevens, Yoder

Nays: 0

Motion declared carried.

1st reading ords, adopting 2020 zoning map; and authrz IGA w/Tazewell County for building inspections & reviews

City Administrator Forsythe provided first reading of the following ordinances, by title and brief synopsis: an ordinance adopting the City of Washington Official Map of Zoning Districts for 2020. Adoption of this ordinance would approve the City of Washington Official Zoning Map for 2020 as required by state statute; an ordinance authorizing the Mayor and City Clerk of the City of Washington, Tazewell County, Illinois, to enter into an Intergovernmental Agreement between the City of Washington and County of Tazewell to provide building inspections and reviews. Adoption of this ordinance would provide for an intergovernmental agreement with

Tazewell County to provide for use of its building inspectors to satisfy the City's needs for inspections and plan reviews. These ordinances will be listed on the next meeting agenda for action.

1st reading ords, Cont.)

Alderman Black indicated that he wants to be sure we overcommunicate the PDC waste contract updates to all residents. City Administrator Forsythe indicated that he is meeting with both PDC and Waste Management this week on the transition plan and an update will be shared at the next week's Committee of the Whole meeting. during the next meeting. Mayor Manier complimented and thanked the Boy Scout in attendance this evening.

Alderman's Comments

At 9:12 p.m. Alderman Cobb moved and Alderman Stevens seconded to adjourn. Motion carried unanimously by voice vote.

Adjournment

Patricia S. Brown, City Clerk