

# CITY OF WASHINGTON, ILLINOIS

City Council Meeting

Monday, February 1, 2021

Remote Web Meeting via ZOOM at 6:40 p.m.

Call to Order	Mayor Manier called the regular meeting of Monday, February 1, 2021 to order at 6:40 p.m. in a remote meeting from Washington City Hall.
Roll Call	Present and answering roll call were Aldermen Adams, Blundy, Brownfield, Butler, Cobb, Dingledine, Stevens and Yoder.
Pledge of Allegiance	All present stood for the Pledge of Allegiance.
Agenda Review	The Agenda was reviewed and stood as presented.
Approve Consent Agenda	<p>Mayor Manier presented the Consent Agenda for approval of the following items:</p> <ul style="list-style-type: none"><li>a.) Approval of minutes of January 19, 2021 Regular Council</li><li>b.) Acceptance of the Police Pension Fund Actuarial Report</li><li>c.) Filter Media Project Payment</li></ul> <p>Alderman Brownfield moved and Alderman Stevens seconded.</p> <p>Alderman Stevens read a comment regarding Item B on the Consent Agenda. She stated that it is not an easy task to understand reports and responsibilities and she appreciated Ms. Baxter's response to her email and thanked City Treasurer, Ellen Dingledine for helping her understand the Police Pension Fund via the ZOOM meeting and she will miss Ellen's expertise.</p> <p>On roll call on the motion to approve was:</p> <p><u>Ayes: 8</u> Adams, Blundy, Brownfield, Butler, Cobb, Dingledine, Stevens, Yoder</p> <p><u>Nays: 0</u></p> <p><u>Motion declared carried.</u></p>
Announcements and Proclamations	None at this time.
Audience Comments	None at this time.
Standing Committee- Finance & Personnel Committee	Chairman Daniel Cobb, Finance & Personnel Committee, shared that there is one item on the agenda concerning job description changes that will occur due to pending retirements at City Hall. Alderman Cobb introduced City Administrator, Ray Forsythe to provide details. Mr. Forsythe shared that City Hall experienced four retirements last year. He noted that the changes have gone well for Public Works because they have brought in younger employees, which will allow employees opportunities to seek higher positions as they work through the system. He noted that Mary Westerfield and Becky Holmes will retire this year and they both worked their way up to their current positions. Mr. Forsythe also noted that Mary and Becky took on more responsibilities after the tornado with Mary taking on Human Resource responsibilities and Becky managing most of the building in addition to her regular position. With the help from the Finance Director, Mary Westerfield, Alyssa Goodman and Jon Oliphant, City Hall has looked at the overall employee structure and distribution of duties and

reviewed how to help follow GFOA guidelines for funding. Mr. Forsythe stated that Ms. Holmes will be replaced by someone with an education in planning who will take over a lot of the duties of zoning, permitting and code enforcement, and the building maintenance will be covered by a new facilities manager. This will also allow more coverage if Mr. Oliphant is absent and opportunities for younger employees to gain a long-time position with the City. Mr. Forsythe shared that in the Finance and Administration department, the City hired an Executive Administrative Assistant which was phased into the role of Communication Specialist, this gives the position the title of what it actually does. He also noted that the Payroll/Customer Service Supervisor used to complete a lot of HR duties but the City hired a HR Specialist and would like to change the title to HR Manager to give that position a professional component to reflect those duties, while also increasing the weekly hours from 20 hours per week to 32 hours. He noted that the Administrative Assistant position was budgeted for 40 hours a week but is only working 20 hours a week. Mr. Forsythe went on to share that the Customer Service Specialist 2 (Paula) would be promoted to Senior Customer Service Rep, and be provided future Supervisor training. Mr. Forsythe shared that the City would hire a Customer Service Rep 1 who would work the front desk, answer phones and help the general public. Also noted is the promotion of Jill Thomas from Customer Service Rep 2 to a newly created position of Finance Support Specialist. Mr. Forsythe noticed challenges on his arrival to the City, that Ms. Baxter and Ms. Glueck were doing tasks outside of her job descriptions. The new Finance Support Specialist position could take on some of these tasks, along with payroll, and provide support to the Finance Department and also back up Costumer Service Reps. Mr. Forsythe shared that with the implementation of the Tyler System, the accountant has been working 30-32 hours a week, taking on more responsibilities, doing more work, is eligible for health care and has been with the City for 24 years. Mr. Forsythe is also proposing a new classification for part-time employees called PT86 which will reward part-time employees for providing professional level work. He also shared that he, along with the HR Manager, will rework the current total pay plan. Alderman Cobb confirmed that the City is asking for approval to hire a planner, hire a Customer Service Specialist 1, to approve the PT86 designation and to change the HR Specialist position from a 20 hour to a 30 hour per week job. Mr. Forsythe confirmed and provided that these changes should result in about \$25,000 in savings for the City next fiscal year.

Alderman Cobb moved and Alderman Dingledine seconded.

Alderman Dingledine stated that this is better for the city and will create a stronger unit by better defining roles. He also acknowledged the benefit of cross training and shared that we hate to lose experience but we need to move forward.

On roll call on the motion to approve was:

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

Nays: 0

Motion declared carried.

Standing Committee-  
Public Safety  
Committee

Chairman Brian Butler, Public Safety Committee, shared that there are no agenda items and introduced Chief McCoy to share any updates. Chief McCoy stated that the Police Department completed testing for the position of a new officer and has a list of possible certified applicants. He shared that background research has been started and this position fills the spot of an officer who left the department. He went on to

share that he will present a new proposed liquor license ordinance at the next Public Safety meeting.

Standing Committee-  
Public Works  
Committee

Chairman Mike Brownfield, Public Works Committee, invited Public Works Director, Kevin Schone to provide details about the Fire Department Generator Replacement. Mr. Schone shared that Public Works had budgeted to replace the generator this fiscal year; however, the current generator contains parts that are not readily available. The new generator would change from natural gas to diesel which will save fuel costs. He also shared that the new generator would come from Altorfer and is acquired using a discount from the National Joint Power Alliance bringing the price to \$19,353 plus the freight cost would bring the cost to \$22,000. Mr. Schone shared that they can get \$1,200 for the old generator which would bring the balance to \$12,500. RNS has provided a quote for installation at \$6,575 making the overall project cost \$28,075. Mr. Schone also share that this project would not include a transfer switch. They consulted several electricians who said they don't anticipate a problem with the switch, so they are choosing not to replace the switch at this time. Mr. Schone stated that it is important to get the order placed now and that this may roll over to the 21-22 fiscal year due to delivery time. Public Works is looking for approval of the anticipated overall budget of \$32,000 allowing room for any unforeseen issues.

Alderman Dingledine moved and Alderman Adams seconded.

Alderman Brownfield noted a good idea provided by Alderman Dingledine to put the transfer switch on the budget for next year, when we have the time and ability to replace it.

On roll call on the motion to approve was:

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

Nays: 0

Motion declared carried.

Chairman Brownfield invited City Engineer Dennis Carr to provided information regarding the Centennial Recreation Trail Engineering Overages. Mr. Carr shared that this is an ongoing project. He noted that the location of the Recreation Trail has been moved several times due to IDOT's set-back requirements and requested drainage study. The result of the study showed that it would negatively affect ditch causing the path to be moved to the west which then caused it to shift, due to a hill, putting it outside of IDOT's right of way requirements. Mr. Carr stated that with review, they had found utility poles in a location that would cause the City to pay to have the poles moved. This could be about \$120,000 to move. All of these adjustments have caused overages of \$19,795.60. Mr. Carr shared that the good news is they are close to having the final plans done and submitted to IDOT by the end of February

Alderman Brownfield moved and Alderman Cobb seconded.

Alderman Stevens asked if this is for engineering, then gets submitted for approval. Mr. Carr confirmed that this is to get the final plans done then it will go to IDOT for review. Alderman Stevens asked if we knew the final cost of the project. Mr. Carr replied that it is about \$350,000. Mr. Forsythe shared that we have a grant for partial costs. Mr. Carr noted that the ITEP Grant is 80/20 and maxes out at \$253,000 or \$255,000. Alderman Stevens stated that this rec trail ends on Centennial going nowhere because East Peoria scrapped their project that was supposed to meet up with our trail.

On roll call on the motion to approve was:

Ayes: 8 Adams, Blundy, Brownfield, Butler, Cobb, Dingledine, Yoder

Nays: 1 Stevens

Motion declared carried.

Chairman Brownfield introduced Planning and Zoning Director, Jon Oliphant to share any updates. Mr. Oliphant shared that the consultants working on the Comprehensive Plan had a meeting to discuss the process. He noted that the first deliverable may likely be an app, used to solicit public input. Mr. Schone was introduced to provide the any updates. He shared that in January, Public Works had over 500 hours of plow time. He went on to share that a plow was involved in an accident when a truck behind him tried to pass him on a turn but ran into the plow. Mr. Schone stated that the truck can still be used while waiting for parts.

Mayor Manier stated that he was grateful for the pre-salting because our streets were in great condition compared to surrounding communities. He also shared that people are getting anxious about brush pick up. Mr. Schone shared that the pickup will start tomorrow and they plan on starting in the West/Rolling Meadow area and move East. He also shared that snow probabilities can impact pickup.

Mayor

Mayor Gary Manier provided the Appointment of Abbey Strubhar to the position of Police Pension Board

Alderman Dingledine moved and Alderman Adams seconded.

On roll call on the motion to approve was:

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

Nays: 0

Motion declared carried.

Adopt Resolution:  
*approving City  
Attorney  
Reappointment and  
Establishing  
Attorney's Fees*

City Administrator Forsythe read a resolution, by title only and brief synopsis, approving the reappointment of Attorney Richard Russo as City Attorney, Attorney Derek Schryer as Assistant Attorney and would approve the use of other Davis & Cambell attorneys while providing hourly compensation for each attorney.

Alderman Dingledine moved and Alderman Brownfield seconded.

On roll call on the motion to approve was:

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

Nays: 0

Motion declared carried.

1<sup>st</sup> Reading  
Ordinance:  
*approving the  
Comcast Franchise  
Agreement Extension*

City Administrator Forsythe provided the first reading of the following ordinance, by title and brief synopsis: and ordinance approving the extension of a Franchise Agreement between the City of Washington and Comcast of Illinois/Indiana/Ohio, L.L.C. until February 18, 2021 to allow final negotiations to take place on a new 10-Year Franchise

1st Reading  
Ordinance:  
*approving and  
authorizing the  
execution and  
delivery of the sales  
tax revenue sharing  
agreement between  
the City of  
Washington and Core  
& Main LP*

City Administrator Forsythe provided the first reading of the following ordinance, by title and brief synopsis: an ordinance approving and authorizing the rebate of a portion of the home rule sales tax revenue in order to promote the construction of a new facility allowing the expansion of its business.

Alderman's  
Comments

Alderman Stevens stated that everyone received an email about the possibility of glass recycling. Mayor Manier confirmed that he and the City Administrator spoke with PDC and the topic will be presented at the Committee of the Whole meeting. Mayor Manier stated that the pandemic closed most facilities. Mr. Forsythe stated that the proposal is being updating and will be presented at the Committee of the whole meeting.

Executive Session

At 7:23 p.m. Alderman Cobb moved and Alderman Adams seconded to move into Executive Session for the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. (5ILCS 120/2(C)(5))

On roll call the vote was:

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

Nays: 0

Motion declared carried.

Adjournment

At 8:17 p.m. Alderman Cobb moved and Alderman Stevens seconded to move.

Motion carried unanimously by voice vote.

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Valeri Brod, City Clerk