

April 1, 2020

WINCHESTER CITY COUNCIL MEETING

The Winchester City Council held their monthly meeting April 1, 2020 at City Hall now relocated at 1 East Market St.

Mayor McIntire called the meeting to order at 7 pm with the following council in attendance: Ron Bell, Lawrence Coultas, Bill Jacquot, Jeff Pittman, and City Clerk Brenda Robinson. Terry Gregory and City Treasurer Amy Brown attended by Zoom.

Also in attendance were: John Paul Coonrod, City Attorney; Carmen Ensinger, Scott County Times and Greg Hillis, Benton & Associates.

MOTION: Lawrence Coultas moved and Bill Jacquot seconded to pay bills as presented. Roll call resulted in 4 yeas and 1 nay. Ron Bell voted nay because the bill for \$599 from Lomelino's Sign was not approved by the council previously. Motion carried.

Corrections from the March meeting had not been completed so the minutes were not approved and will be approved at the May meeting.

George Lindsey, Police Chief and John Simmons, Supt. of Public Works were not in attendance due to the CDC recommendation of no more than 10 people in attendance at a gathering. They will have their reports next month. McIntire received a text from Justin Daws making sure the council would be following CDC rules.

Amy Brown, City Treasurer went over her report via Zoom. She removed the expenses for the pool from general funds to pool grant fund in the amount of \$42,891.64. The breakdown in the pool grant fund is \$38,163.52 to Benton & Associates for Engineering Expenses; \$2,774.38 to Connor Equipment for pump; \$1,953.74 to Doyle Plumbing for installation. Lawrence Coultas asked about an inter fund transfer to the pool and library for the negative balance in those accounts. She suggested making permanent transfers to both funds. The library will be receiving their tax money after property taxes are paid in August.

MOTION: Bill Jacquot moved and Lawrence Coultas seconded to make a permanent transfer from the general fund to the pool fund in the amount of \$12,000. Roll call resulted in all yeas. Motion carried.

MOTION: Bill Jacquot moved and Lawrence Coultas seconded to make a permanent transfer from the general fund to the library fund in the amount of \$6,500. Roll call resulted in all yeas. Motion carried.

McIntire said last month he received three (3) letters of resignations. Cathy Debold alderwoman in Ward II, He wanted to thank her for stepping up to take over from Randy Fisher and running for the position. Amy Brown, City Treasurer, and Nate White, full time police officer. White left to take a full time job with the Scott County Sheriff's office, where he had been working as a part-time officer. He had talked to three (3) people and couldn't get anyone to fill the position for

alderman in Ward II. He also thanked Amy for her tenure as city treasurer. She is working from home and her work load has increased so she thought it was time to resign. Bill Jacquot asked if she would reconsider staying on but she said no she is being stressed with everything she is doing. McIntire said he is having a heck of a time replacing her, he had asked five (5) people and no one wants the job. He hopes to have both positions filled by the May meeting. He has asked Lawrence Coultas to help out in the meantime.

Greg Hillis, Benton & Associates met with Lawrence Coultas, Merrilyn Fedder, Carol Sipes, Darlene Smith and Mayor McIntire recently about the library grant application they are pursuing. Back in 2013 the Library Board applied for a grant from the Secretary of State office. They did not receive the grant. They received a letter in December 2019 from the State of Illinois stating they would be eligible for the grant but it would not increase from the \$188,250 dollars previously available. The bidding has been high. Benton's did a cost estimate for 2021-2022 with projected total cost to be \$360,500. So that would leave the city to come up with \$172,250. The library board thought they could do fundraisers to raise the money. Currently they have over \$70,000 in the building and memorial funds. When everything settles down after the COVID 19 pandemic maybe the contractor will come down on price. Thoughts were maybe submit the grant application for \$300,000 which is a lot more than the city can afford but may be able to back out of the grant but will have to pay for the preliminary costs for design and bidding cost of \$32,000. Mayor McIntire said he thought there were several older residents in the community that would be willing to donate to the library. The board will have to complete the grant and will know within two (2) weeks if it is accepted. Bids would go out and break ground in the spring of 2021. At the current time the city needs to lower the natural gas main which will cost \$60,000 to \$70,000, the pool project is a go. Lawrence Coultas said he would like to spend the money on the library instead of the pool project. We get money from sales tax but there is no gaming, (which brings in about \$20,000 a year which is not a lot but it helps), no jobs and no money. This may be a onetime shot to get the grant. It could be August before being notified if we receive the grant. It was suggested to send out a mass mailing to city residence to see if they could help raise the money. If the library board could raise about half of the \$102,000 then the city could help with the \$50,000. The board will lose the \$32,000 if they do not move forward. They thought if ten (10) people could donate \$10,000 each we would have enough to complete the project.

MOTION: Lawrence Coultas moved and Bill Jacquot seconded to proceed with the grant from the Secretary of State for the Winchester Public Library addition. Roll call resulted in all yeas. Motion carried.

The pre-construction meeting for the pool was last week with Doyle Plumbing. Doyle suggested increasing the size of the filter house by three-feet and gave an estimate of \$3,826. This is not required just a recommended addition. Benton's would not recommend it. They would change the tank and moved the building back 12-feet and moved the shut off valves on the side. Chemicals will be stored separately so it won't corrode the tanks, etc. The single lever linkage will be more user friendly for the pool manager. The filters are on schedule since the plant has not been shut down, said the pool supply company was an essential business. The filters should be here by May 23.

Mayor McIntire stated last month we had consensus of the council to go ahead with the legal battle with Pan Handle Eastern. If they get their request it would cost residents of the city about \$110,000 a year, every year for different natural gas expenses. This month need a motion since it was not on the agenda to approve the legal agreement with Dave Pitney, (the law firm). Pitney would do all the legal work. So we need a motion to make this legal. In the motion the city would want to cap the amount paid.

MOTION: Bill Jacquot moved and Jeff Pittman seconded to approve hiring Dave Pitney LLC and the intermediary to represent the City of Winchester in proceedings regarding the Pan Handle Eastern Pipeline not to exceed \$7,000. Roll call resulted in all yeas. Motion carried.

McIntire said city hall needed four (4) new horizontal window blinds on the south side of the building. He said the current ones that are up will do for now. He went to Home Depot and got some samples. The blinds measure 51½" x 78". The blinds are \$155 each. They need the blinds in the council chambers because it will fade the work done on the window sill. They will have to be custom made because of the size. **Ron Bell** said that he thought it was time for him to resign because they can spend \$155 per window blinds when we can't afford the employees right now and we are cutting everything because we do not have the money. **McIntire** said the city was ok right now but it may come to people not being able to pay their bills, and a situation where sales tax money goes down, income tax goes down, no gaming money goes down and where ever else the money comes from. What can we do during mandatory shutdown? We have cut the staff in half in the clerk office since the lobby is shut down and work load is much less. **John Paul** was asked if he had contacted Dwight Reynolds about the extension of the concrete grant if it could be extended. He said if the enterprise revenue was reduced and the city could show a loss of revenue they could ask for an extension due to COVID 19. He didn't give a clear answer but thought if the revenue was trending in the wrong direction they could give us some extension. **McIntire** told the city crew they needed to do the two (2) corners with light poles, as of the meeting they had one (1) completed and ½ of the other done. **John Simmons** said he needed Jeff in there to finish up the concrete and he would pull his guys to help him with the rest. If we are not going to get an extension **McIntire** said he thought they needed to get going on the concrete. He told **Simmons** to get the corners done and then start on North side of square. **McIntire** said it would be nice to get the lights up on the North side of the square. **Coonrod** said Mr Reynolds was not too happy that this project has drug on as long as it has. **McIntire** said there were some sidewalks that may not get done since they had done other projects. **Coonrod** asked about Tipsords part in the park. **McIntire** told **Simmons** they needed to get the conduit in the park before Tipsords would be able to do his job. Now is the optimum time to do the landscaping. They are going to hire Randy Ford to help with the concrete work at concrete wages. When he works at water plant he will receive his water hourly rate.

MOTION: Jeff Pittman moved and Terry Gregory seconded to purchase four (4) sets of horizontal blinds for the mayors office and council chambers from Home Depot not to exceed \$700. Roll call resulted in all yeas. Motion carried.

McIntire talked about custodial duties. **McIntire** said Head Librarian Darlene Smith said there was a lot of things to do at the library since it was closed that couldn't be done when open. Phil

Pratt said he would be willing to help her out and charge \$100 a month. McIntire told Smith to lay off the part-time help and have them draw unemployment. Smith does a great job. She will be working on cataloging and going through files.

McIntire asked Coultas if George had contacted him about helping with the budget. He said whatever budget was working out previously would be ok this year.

Bob Sellars talked to McIntire about a month ago about a chimney on the Rutherford building was leaning. Also, the south side of the old Lair building was leaning as well as a chimney at the old hotel. Letters need to be sent to the owners to fix them up. Pat VanDeVelde purchased the old Dr Schroeder building and plans to tear the building down. John is planning to remove the gas meter off the building.

McIntire said everyone was doing a good job with distancing. He told George to just warn people about being together. **Bell** said kids were playing at the park and playing basketball when they are not supposed to be out.

McIntire asked council about utilities bills. It was decided not to charge any late fees but have good faith payments. **Robinson** asked when everyone would be getting their refund from overpayment on January bills. He asked if she could help Angie go through them and she said yes. McIntire & Coultas talked and said if things got too bad they could cut back on the infrastructure fee to help out. Then start is up later.

Ron Bell asked if **Nate White** stated why he was quitting. **McIntire** said **George** said it was because he wasn't able to take a car home to Murrayville. **Lindsey** told **White** no one was taking cars out of town. Lindsey was driving the blue police car the other day and it broke down and he had to call Marshall's to come pick it up. **Bell** said we need to get rid of the blue police car. Maybe advertise it for sale.

It was noted the Infrastructure fee fund was not on the financials. Also, Jacquot asked if the fire department had to have a budget. Was told yes but it wasn't with the rest of them.

Everyone looked over the budgets for the different departments. City hall budget had copy machine for \$2,000 should have been copy machine lease. There were 2 new computers listed but only need one. Robinson said George Lindsey had 8 – 10 laptops donated by State Farms years ago. He would not give them to anyone to use saying they were for his department. He finally gave one to John Simmons and one for use in city hall. Vortman's updated the computers. John Simmons could use a couple for the guys taking their modules. Lindsey should have 6 or 7 unused laptops.

John Paul Coonrod, City Attorney presented municipal ordinance enforcement court which was presented to the council last month. He made a few minor changes. Basically nothing had changed since the last time you had it. **Ron Bell** wanted to know when it would go into effect. Now is not a good time since the court house is closed and others are shuttered at home. Coonrod said it could be passed tonight, then he would have to talk to the hearing officer or municipal judge and set a schedule. Also it would give the city time to print out citation forms, etc. Then

could have a formal roll out after this pandemic is over. Coonrod said he thought the judge was just waiting to hear from us.

MOTION: Ron Bell moved and Lawrence Coultas seconded to adopt Ordinance 897, An Ordinance Establishing a System of Administrative Adjudication for Violations of the Codified Ordinances of the City of Winchester. Roll call resulted in all yeas. Motion carried.

Coonrod was up next with the speed limit decrease around the square to 15 miles per hour and one (1) block East to Walnut St and one (1) West to Mechanic St. also extending the 15 miles per hour along Cross St and Market St. Town square and one (1) block East and West. This makes these streets 15 miles per hour. **Bill Jacquot** asked where Harlan Street was and was told it was in the South East part of town near the housing units. The speed limit on that street is 20 miles an hour from Main Street East.

MOTION: Ron Bell moved and Lawrence Coultas seconded to adopt Ordinance 898, An Ordinance Amending Chapter 24, Schedule E, of the Revised Code of Ordinances of the City of Winchester, Scott County, Illinois. Roll call resulted in all yeas. Motion carried.

Coonrod said there was one other thing and it was not on the agenda but was brought to his attention today. As we have all heard federal moneywise you can get small business, struggling businesses or businesses feeling the effect of this pandemic can get loans through the Small Business Administration through the banks. This doesn't have much to do with us, but the other half is loan grant money which would flow through the City of Winchester. It's called Downstate Small Business Stabilization Program through DECO, Department of Commerce and Economic Opportunity and they are sitting on capitol bill money from last year and they are diverting \$20,000,000 into this program. Businesses who have under fifty (50) employees can apply for a grant to enable them to pay routine operating expenses, rent, mortgages, some inventory costs but mainly to keep a payroll. The goal of the program is to keep people in their jobs & prevent loss of jobs in small businesses. This program is for downstate communities like us. This program is ran through Municipalities. These businesses can't just apply through the state they have to apply through the City. Coonrod went to the Commerce and Economic Opportunity Development Block Grant Seminar two (2) months ago and they went through the process. Basically this is for grants up to \$25,000 for individual small businesses but you would have to fill out an application which is in-depth and would have to be done in consultation with the City and the City attorney would have to help do it. This would include an publication in the newspaper seven (days) before a public hearing at which time the City would have to pass a resolution approving the application since the business would go through the City to apply. If the small business is awarded the grant the City would need to file quarterly reports until the end of this crisis. A participation agreement would have to be signed between the city and individual. The big drawback is if the business failed to retain their employees the city would be on the hook to return the money they borrowed. The City would be entitled to go after the business to recoup their investment. That is the drawback. Coonrod had an individual contact him wanting to submit an application and is a fine candidate for it. He is exactly who the program is meant to benefit. Also there may be a couple of other businesses in the same boat. If the crisis continues this may help some small businesses survive. Coonrod said it might be better to ask a couple of other

businesses if they would be interested and do all the applications at the same time. Coonrod would be willing to do this at half his standard rate to help them out. Wouldn't need to make any commitment today, but it is a first come first serviced basis and the allocated money will be used up soon. If they went belly up then the city would be liable for the money. Coonrod will try to get more information then send to all council member for approval. Then council would give McIntire or Coonrod a yea or nay.

Bill Jacquot gave an update on the city swimming pool. The pool board met by way of Zoom March 24. Jacquot explained Doyle Plumbing was the contractor on the pump room. Lifeguards will be extended on a 90 day certificate so all former lifeguards will be eligible to start May 23 if the pool is open that day. They set deadline for applications for pool manager and assistant pool manager May 1 even though the letter went out with deadline April 1. Start day of May 23, 2020 is contingent on pump house being completed. Pool board will work on pay schedule with minimum wage laws differences for over 18 and under 18 as well as junior lifeguards under 16. Minimum wage law went from January 1, 2020 to June 30, 2020 as a certain amount and July 1, 2020 until December 31, 2020 a different amount for those over 18 and comparable to under 18. Question came up can a pool board member be a pool manager, lifeguard and/or swim instructor. That is fine but they wouldn't be able to vote on their pay or anything. Decision was made to delay any pool passes before pool opens. It was recommended to keep pool fees and tiered pool pass system the same as last year. Lawrence Coultas asked when the pool passes and admission were raised. It was proposed last year and passed. We gave more options last year. Pool hours will be the same as last year 11:30 am to 6 pm.


Lawrence Coultas asked Terry Gregory about having a meeting about salary increases that are usually given in May. They decided to freeze salaries this year due to the pandemic and will reevaluate later. This is the time of year this is discussed.

Mayor McIntire said when we get the grant money for the building we need to hire a project manager who is familiar with the projects. He suggested hiring Jeff Pittman since he has done so much of the work and would be a good way to compensate him for all the work he has done. The next project will be the windows, etc. He has given so much and hated to know what it would have cost the city. Ron Bell asked if McIntire knew George was putting time in for painting the old city hall. McIntire said he had talked to him about that.

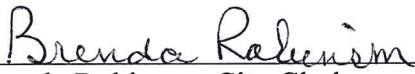
Brenda Robinson, City Clerk asked when the police were going to move into the old city hall office. Ron Bell stated he thought he should stay where he was until the city decided he could move up there. He is grandfathered in where he is at. It was Bell's understanding cameras need to be in place before he moves up to the office. Bell said if he touches anyone and we don't have proof he is fired. If he were to question a juvenile it is mandatory to have cameras. He read the rules months ago and know that if he moves he is not in compliance. We have to have cameras just to protect our employees. Coonrod said if we could get Lindsey some good cameras and tripod that would work and meet the requirements. They had talked about body cameras but decided they were too expensive. An ordinance was drawn up on the use of body cameras. We may need to revisit purchasing body cameras for all police officers. Ron Bell is to look into this.

Bill Jacquot asked Rex about the message on Subway that was in our packet. McIntire said at the last meeting Cathy Debold said Subway had sold and said in her resignation letter that he (McIntire) misinformed the council. McIntire said Subway had not been sold. It is for sale but hasn't sold yet. The owner has had some health issues and hasn't been able to work since Oct. 1. McIntire has the number for the Subway contact in Peoria and thought about contacting them.

MOTION: Jeff Pittman moved and Lawrence Coultas seconded to adjourn. Roll call resulted in all yeas. Motion carried. Meeting adjourned at 9:50 p.m.



Rex McIntire, Mayor



Brenda Robinson, City Clerk