

December 2, 2020

## WINCHESTER CITY COUNCIL MEETING

The Winchester City Council held their monthly meeting December 2, 2020 at City Hall.

Mayor McIntire called the meeting to order at 7 p.m. with the following council in attendance: Ron Bell, Lawrence Coultas, Terry Gregory, Bill Jacquot, Sandy Long, Jeff Pittman, and City Clerk Brenda Robinson.

Also in attendance were Wanda Cody, City Treasurer; Trevor Cawthon, Water Plant Supt; Caleb Handy, Police Chief; John Simmons, Supt of Public Works; John Paul Coonrod, City Attorney; Ben Cox, WLDS/WEAI Radio; Greg Hillis, Benton & Associates; Janet & RJ Paslay, and Steve & Barb Hoots.

There were several questions about the bills. The financial report was incomplete because all the bills had not been posted in the system. Wanda Cody, Treasurer is working on getting them posted.

**Terry Gregory** said the other day when she was helping in the office, she received a phone call from Cintas about supplying city uniforms and rugs. He said he could save the city \$90 a week. She has the number to contact him. They had reached out to Angie about 5 weeks ago and hadn't heard from her. Currently the city has a contract with Aramark and think it is about to expire. After some discussion it was stated that most contracts automatically renew unless you contact them ahead of time. Lawrence will check it out.

**MOTION:** Lawrence Coultas moved, and Jeff Pittman seconded to pay bills as presented. Roll call resulted in all yeas. Motion carried.

**MOTION:** Lawrence Coultas moved, and Bill Jacquot seconded to approve and dispense with the reading of the minutes of the November 4 meeting. Roll call resulted in all yeas. Motion carried.

**MOTION:** Sandy Long moved, and Terry Gregory seconded to approve and dispense with the reading of the minutes of the November 25 special meeting. Roll call resulted in all yeas. Motion carried.

The Personnel Committee met on November 23 and interviewed nine (9) candidates for the job in the front office. Since Angie Doolin quit without notice on November 13, they decided to hire Jozy DeGroot and Amanda Howerton. They will be giving their notice and will start on December 14. Locis will be coming to the office to correctly train the girls on the program. There were questions about IMRF and they must be enrolled in the program before they receive their paycheck. We will need to approve someone as the administrator as Angie was administrator.

**R J Paslay** gave the council an update on the playground equipment in memory of his daughter. The company allowed him to pick up the equipment with payment due after the first of the year. The amount due for the equipment is \$7,600 as of today they have reached \$3,100. They are supposed to set up a GO FUND ME PAGE to meet their goal. The equipment is in the shed at Monument Park. They had planned to get it installed this fall but with COVID it will have to wait until Spring.

**Greg Hillis, Benton & Associates** passed out pay request number five (5) to Trotter General Contracting, Inc. \$57,572.32 for the last month's work. They are coming along great and the weather is cooperating. The profit and supervision are at 60% along with Project management. When looking at the percentage of the project complete and dollar amounts, they are a little shy of their 61%. All the masonry has been completed. All demo has been completed. The carpentry for Trotter is complete as well. They still have some work inside to complete. Their retainage is up to \$24,595. They are continuing to work but will be a little slower. The countertop color selection needs to be picked out. Doyle Plumbing will come in and do the plumbing without any water.

**MOTION:** Bill Jacquot moved, and Terry Gregory seconded to pay Trotter General Contracting, Inc. application #5 for \$57,572.32 for work completed at the pool. Roll call resulted in all yeas. Motion carried.

**Hillis** gave an update on the application for the sanitary sewer grant. On November 19, Hillis came down and went over some drawings with the mayor of the sewer on what we are calling the Northwest property. He also brought down the IEP construction application permit. The mayor signed off on the design and the clerk also signed off and it was submitted on November 19. That is the application for permit approval. Schedule F, which is the lift station, you are going to have to have a lift station at this site. It is too deep to tie back into the existing sewer system. We have included a scheduled fee as per EPA requirements to deal with erosion control. We received an OK letter stating there were no endangered species living there. There is also a Historic Preservation Office letter stating that if any historic materials are found in the ground the SHPO will have to sign off on action which impacts those materials. So everything has not been submitted for the permit. Fingers crossed, we're going to try to get that back soon, because the deadline for the grants are December 31. We are asking for a quick review, so that is where we are with the design and EPA permitting. The grant is well underway. He talked to Dave Hayes, he is the one doing the grant. He is comfortable meeting the deadline unless the clerk is on vacation the end of the month. They are crossing their fingers everything is on schedule to get submitted. Remember this is the first time these grants have been available, so everyone is going through this very cautiously.

**Hillis** wished everyone happy holidays and a Happy New Year.

**Mayor McIntire** asked Hillis to talk about the emergency water cross-over. Greg Hillis and Adam Fox will be working on this project. Mayor asked Ron Bell if he could get with them and they can go over the process. McIntire talked to Hillis early about getting a bid package ready and out for bids, maybe in February or March, so it can be done in early spring. Trevor Cawthon

wants to do some repairs on one of the pumps, but McIntire thought they should have the emergency cross-over completed before they start.

**Caleb Handy, Police Chief** handed out his monthly report as such: Arrest warrants – 1; Assist Motorist – 1; Burglary – 1; Business alarms – 4; Curfew violation – 1; Disturbance – 1; Domestic disturbance – 1; Drunk driver complaint – 1; EMS city assists – 9; Extra patrol requests – 2; Fire assists – 3; Property damage – 1; Property exchange – 2; Prowler – 1; Speak to an officer – 19; Suspicious person – 1; Theft – 2; Traffic control – 1; Traffic stop – 5 (verbal warning – 5; written warrant -0; citation – 0); Trespassing – 1; Truancy – 1; Vehicle complaint – 1; Well-being check – 1.

**Handy** stated he ordered ID badges for all the officers. This is something they are supposed to have. He also wanted something for the part-time officers. He suggested part-time officers get paid time and a half (1½) for the holiday hours they work. That will give them an incentive to work if he needs them the help during the holidays. McIntire suggested the personnel committee look at this.

**Bill Jacquot** clarified since Christmas is on Friday this year and they will get holiday pay on Friday for the holiday. New Year's Day falls on Friday so the part-time officer working the actual holiday will receive his regular pay. Handy said he thought the part-time officers that work the holiday should get paid time and a half. The full-time officers that work the holiday get double time and a half. They get paid time and a half for the holiday then eight (8) hours regular pay.

It was suggested any part-time officer get paid time and a half of his regular pay to work the holiday.

**MOTION:** Lawrence Coultas moved, and Terry Gregory seconded to resolution for any part-time officers to receive holiday pay at a rate of one and a half times their regular pay and to amend the employee handbook as such. Roll call resulted in all yeas. Motion carried.

**John Paul Coonrod, City Attorney** will bring a formal ordinance to council for approval next month.

**Wanda Cody, City Treasurer** passed out her monthly report. She apologized for passing out the wrong report last month. She handed out the corrected November report. She stated this month there isn't a lot because it is missing a lot. She said "I can tell you the Winchester Library Grant does have \$123,063.42 in it, wherever that is. The general fund is not in the hole, but until things are posted, it's not going to be right."

**McIntire** stated last month he went to UCB Bank and had the financing for our portion of the pool project approved. He received a cashier's check for \$300,000 and deposited it into the general fund at First National Bank. We need to keep that separate when we start writing checks out like the one, we have for Trotter. That is why the pool is negative. Cody said for the audit, this needs to be done, but we need to find somebody that knows how to do it. That needs to be kept in the pool grant column. Cody said she would like to have its own account and needs to be a revenue account. Either way she wants to make sure it's not put in the general fund where we track or what's going on there and how much is being written out of it. If it is not in its own

account an Excel spreadsheet will be needed to track the expenditures. Once we start writing out checks and we've spent the grant money, we can apply for the rest of the grant we've been awarded \$167,500, hopefully by next month.

**Leigh Winner, Animal Control Officer** handed in her monthly report as follows: received seven (7) dog calls and two (2) cat calls. She issued two (2) fines, for running at large, in the amount of \$112.

**John Simmons, Supt of Public Works** passed out his monthly report as follows: Brush pickup; Meter readings; Monthly odorant testing; Water/sewer samples; Received 19 locate tickets; 3 Locate tickets called in by city; Work orders - 25; Funerals - 9 (total 34); Zoning permits - 2; New ordinance violations - 0; Gas leak calls -1; Water leaks - 1; Replaced culvert pipe on S. Mechanic St (Rhoads Dr); Had Jeremy Brown cleanup leaves at Library and Douglas Park; Painted parking lines on East Side of Square; Calibrated both C. G. I's gas detectives; Put up Flags for Veterans Day; Take down Flags after Veterans Day, several broke due to lots of strong winds; Poured 1-yd concrete; Gregory Family Electric finished electrical in Douglas Park; Go over drug & alcohol plan; Picked up new truck; Picked up leaves on streets; Working on gas testing.

**Simmons** stated Trevor Cawthon, Water Plant Supt wanted to bring up the Scada System. Trevor contacted four (4) companies and only received two (2) quotes. He passed out information on the Hydro-Kinetics system. The reason we are doing this is the Scada System we have through Jim Lutz with Navionics has officially retired and no longer answers phone calls or works on any equipment. Hydro-Kinetics has the same features and he speaks highly of them. This makes the water system work smoother. Hyrdo-Kinetics quote was \$37,650 not installed. Richard's Electric quoted \$100,000. Jamie Haden and Adam Fox suggested Hydro-Kinetics. He was told to get more information and present it next month.

**Mayor McIntire** discussed the need for the Winchester EMS. He had Coonrod to draft a letter for the commissioners asking for a meeting. Coonrod put some time into researching the different ways that funding could be routed through the county, EMS or through any other route. The only thing we are doing right now is asking for a meeting to bring forth some ideas on how to raise the funding for the EMS. There are several dynamics involved, such as personal, political and legal which makes sense to have the meeting.

**Mayor McIntire** received an invoice from the Morgan Scott CEO Program. We have involved with this since its inception. The cost is \$1,000 for this worthwhile program. It's obviously trying to develop entrepreneurs in our high school system here and we have had pretty good participation from Winchester & Bluffs.

**MOTION:** Lawrence Coultas moved and Sandy Long seconded to continue supporting the Morgan Scott CEO program with the \$1,000 fee. Roll call resulted in all yeas, Motion carried.

**McIntire** stated we need to amend the employee handbook to spell out the IMRF benefits. It tells about health insurance but nothing about IMRF. The new girls are currently on six (6) months' probation. Both girls were on IMRF. So instead of waiting the six (6) months they should be enrolled now. Lawrence checked with IMRF and he was told they should be enrolled

in IMRF before receiving their first paycheck. He was also told we need to appoint an administrator because Angie was the previous administrator. John Simmons told he had requested extra money taken out of his check and it was done for a while then it stopped then started again. He had tried to contact Randy Stevens about this. He stated he had lost quite a lot of money and interest since it wasn't taken out. Brenda is supposed to take a look and she what has happened with it.

**Mayor McIntire** talked about the audit. He said there were some questionable figures. It was suggested next year for the audit some give a brief in person summation of the audit. It was suggested have Pehlman & Dold come down and go over what needs to be done for the audit with the new employees. That way they understand what needs to be done. Lawrence Coultas said he looked over the report and said he thought they transposed some numbers. In our revenue there were charges for services in 2019 our revenue from that was \$15,453 and in 2020 our revenue for the same charges for service was \$74,804, which is a 394% increase. He wondered if anyone knew what that was for. You usually have findings but this year there were nine (9) findings relating to different accounts, where apparently things were posted wrong, either overstated or understated. He thought Locis was to be blamed for them, maybe with Quickbooks that can be fixed. We need to look at these each month. It was decided to contact the accountants and tell them to go ahead and file their audit.

**John Paul Coonrod, City Attorney** went over the municipal court report. It was a pretty light month. He only had four (4) cases. Of those two (2) were new cases and two (2) were ongoing cases. Of the two (2) new cases one (1) person appeared and one (1) person didn't. The one (1) who appeared was fined because they hadn't made any progress towards abating the problem. That being said they now have a dumpster there now and that is what needed to be done. So they are making some progress. They were told to report back in January, we are going to skip a month. The second (2<sup>nd</sup>) person did not appear, and he was fined. This person was sent a letter and told to appear in January and talk to us about abating the nuisance. Of the ongoing cases, one (1) person appeared, and one (1) person didn't. The person who didn't appear had made some progress. The person that didn't appear was sent a letter telling them to appear in January. The next court date is January 15. There are no new cases at this time. They are scaling back over the winter and at some point, they are going to start dealing with inoperable vehicles. In addition to that it looks like the villages of Manchester and Bluffs have shown interest in joining the court. It doesn't make any difference to the city, since we already have a judge and space it doesn't cost anything to heat the room for 15 extra minutes. We will be able to split the cost now. Both Manchester and Bluffs have signed intergovernmental agreements with the city, if the council chooses to do that. The intergovernmental agreement is very simple, if there are five (5) cases and they bring one (1) they pay 1/5 of the cost of the judge, etc. Any of the villages can terminate their participation on a 30 days' notice. Linda Sapp from Bluffs and Ricky Blakey from Manchester have signed their agreement.

**MOTION:** Ron Bell moved, and Terry Gregory seconded to approve Resolution 2020-12-01 a Resolution Authorizing an Intergovernmental Agreement with Bluffs. Roll call resulted in all yeas. Motion carried.

**MOTION:** Ron Bell moved, and Jeff Pittman seconded to approve Resolution 2020-12-02 a Resolution Authorizing an Intergovernmental Agreement with Manchester. Roll call in all yeas. Motion carried.

**Coonrod** said he had worked with Lawrence Coultas on the annual tax levy. Due to the uncertainty with state revenues, we could hardly decrease the levy this year, but says given the tough times for a lot of people we can hardly increase the levy this year. That being said the actual dollar amount, this levy would result in exactly the same number of dollars as last year. There were a couple minor changes. For the corporate levee, it was increased a couple hundred dollars to \$53,000; IMRF \$83,131; Social Security \$29,256; Audit \$7,001; Street, Alleys & Bridges \$14,629; Library \$24,356; Fire Protection \$15,075; Police Protection \$10,809; Workman's Comp \$10,241; Tort Liability \$20,000; and Street Lighting \$6,502. The 2020 tax levy is \$264,000.

**MOTION:** Lawrence Coultas moved and, Jeff Pittman seconded to approve Ordinance 907 – An Ordinance Imposing a Tax in the City of Winchester, Scott County, Illinois. Roll call resulted in all yeas. Motion carried.

**Coonrod** presented Scott County Hazard Mitigation Plan Resolution. This is actually a pretty minor thing. Scott County is occasionally eligible for FEMA dollars to put toward maintenance that could help prevent future disasters like flooding and things like that just not manmade disasters, but natural disasters. In order for the county to continue being eligible to receive this money from time to time, they need to have a disaster mitigation plan, a multi-jurisdictional hazard mitigation plan. What this boils down to is a contractor calls up all the municipalities and gathers information on possible future hazards, (again like flooding). Then an ordinance is drafted, passed by the municipalities in the county and sent back in. In the county and in the future, it might make a difference on the county level if something needed to be done to prevent or mitigate future natural disasters using FEMA money.

**MOTION:** Bill Jacquot moved, and Lawrence Coultas seconded to approve the Resolution of Adoption of the Scott County Multi-Jurisdictional Natural Hazards Mitigation Plan. Roll call resulted in all yeas. Motion carried.

**Coonrod** had one last thing, this is not on the agenda and doesn't require any formal action. He is working with USDA to get \$50,00 in zero percent city contribution money to fill the unanticipated extra cost that the library expansion project came to. It looks very promising and we have been approved to submit a final application, which they don't usually do unless you will be receiving it. In fact, they were in town today taking pictures of the exterior of the library, which they wouldn't drive to town, so you know you have a good shot at getting it. So at some point we need to have a public hearing relatively soon, we will put a notice in the paper asking whether or not anybody objects to the city getting \$50,000 free dollars with no obligations, which nobody is going to object to, it could be a 10 minute meeting. And there's no reason why it shouldn't be, but at least a quorum of us is going to have to get together. This needs to be done as soon as possible, maybe sometime next week. It will be next Thursday, December 10 at 6 pm for the public hearing.

**Sandy Long** has received the magnets with city phone numbers. She would like to send them out in the city bills and wish everyone Happy Holidays from the city.

**MOTION:** Bill Jacquot moved, and Terry Gregory seconded to go into closed session to discuss Seasonal Salary Adjustments. Roll call resulted in all yeas. Motion carried. Went into closed session at 9:10 pm

**MOTION:** Jeff Pittman moved, and Sandy Long seconded to come out of closed session. Roll call resulted in all yeas. Motion carried. Came out of closed session at 10:12 pm.

**Lawrence Coultas** suggested making two (2) motions.

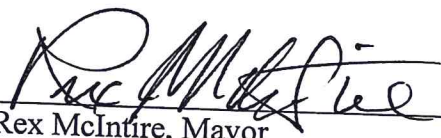
**MOTION:** Bill Jacquot moved, and Terry Gregory seconded to give Seasonal Salary Adjustments as follows: \$50 to Leigh Winner, Tristan Lashmett, Reba Witwer and Barb Prather. \$100 to the following: Randy Ford, Phil Pratt, Chase Burk, Jacob Bettis, Jeremy Bruen, Jeff McIntire, \$200 to the following: Jim Dobson, Trevor Cawthon, Derik Evans, Matt Watson, Caleb Handy, Darlene Smith. \$275 to Herschel White. \$300 to George Lindsey. Roll call resulted in all yeas. Motion carried.

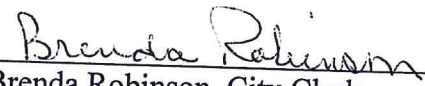
**MOTION:** Terry Gregory moved, and Jeff Pittman seconded to give Seasonal Salary Adjustments as follows: \$200 Angie Doolin; \$275 to Leland Evans; \$375 to John Simmons. Roll call resulted in 4 yeas and 2 nays. Sandy Long and Lawrence Coultas voted no. Motion carried.

**Sandy Long** voted no because stating we need to start with a precedent somewhere and stick with it. There are so many indecisions made and every time we meet, we leave without making a decision on it & talk about it later. We've got to make a decision and stick with it.

**Mayor McIntire** asked if everyone read the letter from USDI about the gas bill. We need to get our formula correct on how we calculate our gas rates.

**MOTION:** Jeff Pittman moved, and Sandy Long seconded to adjourn the meeting. Roll call resulted in all yeas. Motion carried. Meeting adjourned at 10:22 pm

  
Rex McIntire, Mayor

  
Brenda Robinson, City Clerk