

January 6, 2021

WINCHESTER CITY COUNCIL MEETING

The Winchester City Council held their monthly meeting January 6, 2021 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, Jeff Pittman, and City Clerk Brenda Robinson. Sandy Long was absent.

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; David Camphouse, *Scott County Times*; Greg Hillis, Benton & Associates; Janet & RJ Paslay; Steve & Barb Hoots; Stevie Timmerman; Marcie Renner; Chris Renner.

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.

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

MOTION: Terry Gregory moved, and Bill Jacquot seconded to approve and dispense with the reading of the minutes of the December 2 meeting. Roll call resulted in all yeas. Motion carried.

MOTION: Lawrence Coultas moved, and Terry Gregory seconded to approve and dispense with the reading of the minutes of the December 21 special meeting. Roll call resulted in all yeas but added no members of the public were in attendance. Motion carried.

R J Paslay was in attendance to discuss payment of the playground equipment to be placed at Monument Park, in memory of his late daughter, Laura. He went to Indiana to pick up the equipment and needs to have the bill paid in January to receive the discount. So far \$8,440 has been collected, the cost of the equipment is \$7,620. He would like to continue with the fund raiser, with money to come into City Hall. This money would be to complete the installation with mulch, etc. He would like to add other items to this at a later day for the kids to play on.

MOTION: Terry Gregory moved, and Ron Bell seconded to pay Molanda Company in the amount \$7,620 for the Ames Play Structure. Roll call resulted in all yeas. Motion carried.

Greg Hillis, Benton & Associates, asked council to approve pay a request for the phase II pool project. The project is 80% complete. The sidewalk is completed at \$4,500. Corporate and labor is 100% complete. Doors and materials are all installed. Doyle Plumbing has all the plumbing equipment on site and was verified at the last meeting. Scott Electric is about 70% complete. Hillis suggested council approve pay request #6 to Trotter General Contracting in the amount \$68,661. There is still the 10% retainage and they will keep that because they have done some damage to the drive-up front. They are going to keep that until the end of the project to make

sure it gets corrected. This is to protect the city. They are way ahead of schedule to have it completed by opening day.

MOTION: Bill Jacquot moved, and Terry Gregory seconded to authorize payment to Trotter General Contracting pay request #6 in the amount of \$68,661. Roll call resulted in all yeas. Motion carried.

Hillis gave an update on the pool liner. We have paid for the liner and he is trying to set up a time to have it delivered and installed. COVID has hit them and they had to shut down offices in Indiana. He will let council know when he gets something set up.

Hillis said the Northwest Sewer application was turned in on December 31. It was turned in on time and tonight he has a copy of the application and will give it to the mayor. The front part is the application and the other is the wastewater facility plan which is part of the application. So, it has been applied for. So now we wait with fingers crossed and hopefully, good news comes out of it. This is supposed to be a fast-track grant which should start in 90 days. It has been over 120 days, and nothing has been done. So unfortunately, they are falling behind. As soon as Hillis hears anything, he will contact the mayor.

Hillis got the application for construction permit turned in to IEPA. Along with the application were items that went to IDNR sign off, eco cat, which is making sure there are no endangered species or other historic preservation. We got lucky and they are asking for a phase one archaeology study to be done on the site. Hillis contacted two (2) people in the area that does these. One is WIU in Macomb and the other is the University of Illinois. They both sent back proposals. WIU's was for \$1,500 and University of Illinois was for \$1,471. So unfortunately, if you want to go ahead with the grant to keep proceeding and get a permit, you are going to have to go with the archeological dig. This is a phase one and if they find stuff out there, they may require a phase two which will cost more money. Hillis asked both companies how soon they could start if the proposals were approved tonight. They said it depends on the weather, they cannot dig in the frozen ground. If the weather continues, they could get here within the next two weeks and have the report completed within three weeks' time. This could hold up the permit. He is asking the council to move forward and act on one of the proposals to keep the ball rolling on this grant. The phase one cost would be on the city. They will dig by hand in a grid pattern. Hillis suggested going with University of Illinois since they had the lowest proposal.

MOTION: Ron Bell moved, and Jeff Pittman seconded to go ahead and proceed with the University of Illinois Archaeological Study for \$1,471. Roll call resulted in all yeas. Motion carried.

Hillis said at the December 2 meeting it was decided the emergency interconnect with the City of Winchester and SMG would be bid out because the city guys were falling behind and thought it needed to be done in a quicker time frame. He met with Ron Bell, Chairman of the water department. They decided to change the way the City got the proposals for the work was to send to local contractors. It is a little faster than advertising. Proposals were sent to the following: Rouland Trucking; Doyle Plumbing and Heating; Schafer Plumbing and Lavender Construction. They received three proposals back and Rouland Trucking, Jacksonville had the lowest proposal at \$36,363. They discussed with them that if the weather stayed as is, they could come in do the

work and get it completed and get out. So, you would have your emergency connection with SMG. If you needed to take a well out of service, you would have the SMG backup. There are a couple things that will need to be finished up later. There is a couple of long leads items. One is a pressure sustaining bow and a hatch that is lockable so it will be secure then tune the pressure sustaining outcomes installed so you could use the emergency connection.

MOTION: Ron Bell moved, and Lawrence Coultas seconded to approve the bid from LW Rouland Trucking for \$36,363 to complete the emergency water connect with SMG to be completed within 30 days. Roll call resulted in all yeas.

Caleb Handy, Police Chief passed out his monthly report as such: Arrest warrants -3; Assist motorists - 2; Child exchange - 2; Domestic disturbance - 4; Gas leak - 1; Paper service - 2; Prowler - 4; Stalking - 2; Suspicious persons - 4; Theft - 1; Traffic stop - 20; Assault - 1; Business alarms - 6; DCFS - 1; EMS assists - 12; Informal station adjustment (juvenile) -1; Property damage -1; Speak to officer - 8; Suicidal subject - 1; Suspicious vehicles - 4; Traffic control - 4; Verbal warnings - 17; Written warnings - 0; Citation - 4; (one of which was a traffic accident); Traffic accident - 4; Well-being check -2; Trespassing - 3. There were a total of 93 contacts this month.

Handy asked council for the following uniform items: 4 long sleeve shirts - \$219.96; Patrol coat - \$249.99; 2 pairs of pants - \$99.98; 2 short sleeve shirts - \$109.98; police I.D. tag (black/white) 2 - \$10.78; police I.D. tag (gold & black) - \$6.99; OC spray - \$20.99; Shipping - \$35.93; Total cost - \$754.60. He would like to order 3 safe life bullet proof vests - \$1,962 plus shipping \$39.24. Total for the uniform items and 3 bullet proof vests is \$2,755.84.

Handy explained a couple of the officers were not equipped with proper uniforms. Some do not have the bullet proof vest. If the bullet proof vest is not worn the officer would be out of uniform. The bullet proof vest has an expiration date on them. Most of the officer's work for another police department which issues them a vest.

MOTION: Ron Bell moved, and Jeff Pittman seconded to purchase uniforms and bullet proof vest for the police department for \$2,755.84 not to exceed \$3,000. Roll call resulted in all yeas. Motion carried.

Wanda Cody, City Treasurer said the girls in the office are gaining on getting everything straightened out. Wanda said the IMRF access was set up and they are going to put Amanda Howerton on it. Randy Stevens is going to call tomorrow and get Amanda lined out. They got the unemployment taxes caught up and paid. They are finishing up the Illinois State withholding, which is paid but the reports are not all done. Jozy is working on this. Cody said there was a huge deficit in the pool fund. She wondered if some of the payments should be coming from the \$300,000 loan and was told yes. There was a bill in September, November and December that should have come out of the pool loan. These will be corrected. We have another \$167,500 coming from the IDNR and plan to ask for it soon.

Cody stated the Library Memorial Fund hasn't been corrected yet because it should be \$1,525.50 as of December 31. The money from the library grant fund was never moved out. The same way with the library building fund that was supposed to go into the Winchester Library Grant, which

is \$123,070.39. Cody said \$177,683 from pool invoices needs to go back into the general fund. She doesn't know where that's going to fall out in the report, but she had the amount and slipped it into the report. The infrastructure fund has a balance of \$66,445.81. Cody was asked why the general fund had a negative balance. She didn't know at least the \$300,000 had been posted. It was stated in August the general fund was \$167,000 and October was \$177,680. The girls are still working on getting all the book work straight. Cody stated the Motor Fuel Tax was up to date. Mayor McIntire said the TIF fund was doing very well. Currently there is \$265,988.93 in that fund.

John Simmons, Supt of Public Works passed out his yearly report along with the month of January. Purchased a chlorinator pump for water plant - \$519.95; Some improvements on new truck-installation of strobe lights for rear of truck, flood lamp for parts and labor wiring cost was \$691.00. His yearly report is as follows: 435 Julie locate calls; 18 water leaks; 27 gas leak calls, 18 leaks found, 9 not found; Houses/buildings torn down -398 W Cherry St (Doc Gross); 196 S Elm (Fred Andrews house); Old Times Office/Old Dr. Schroder office torn down; swimming pool bath house torn down by city crew; Demolished old water plant, leveled off the property by Jerry Moore; Lowered 300-ft of 4' High power gas main on Bob Brown's property; 2020 saw 44 Zoning permits, 13 not sure if they paid; installed 2 new gas services; removed 6 gas services; poured 141.5 yards concrete; Jim Dobson got his sewer license; Tiled Cemetery 3rd addition; Put in 2 storm drains inlets and piping on West Cross St; replaced 2 culvert pipes, cleaned ditches in both areas.

Simmons said he thought the new salt snowplow truck item was on the agenda. When using the new truck, they found out when the bed is raised the top light on the cab can't be seen by people coming up behind the truck and there are no lights on the back either. He would like to purchase some strobe lights for the rear of the truck and a strobe light and flood lamp that shines on the auger, so the guy in the truck can look in his mirror and see salt going out. He checked with Paul and wiring connectors, LED lamp lights, switches and all that, we are looking at \$691 to install these items.

Simmons reported they had to purchase a chlorinator pump for the water plant. Cost for this was \$519.95. This pump was \$400 cheaper than the last pump. This pump is built so it doesn't get acid or chlorine right up on the bolts and eat them up. Coonrod will refer to the routine expenditures ordinance and if not included as a routine expenditure would include the item n next month's agenda for consideration. No action was taken to approve this expense until the routine expenses are noted.

Mayor McIntire said the new girls were going through the files and found some things that were 20 years old. They wanted to know about shredding them and was told no. There is plenty of storage upstairs to put them. City Clerk Robinson will check with the office staff and advise them of this. You must contact the state before destroying any documents.

McIntire received a letter from Scott County Economic Development Corporation about membership dues. It looks like the dues are \$1,000. The letter was very misleading.

MOTION: Terry Gregory moved, and Jeff Pittman seconded to pay dues to the Scott County Economic Development Corporation not to exceed \$1,000. Robinson will check with Keith Devlin about the correct amount. Roll call resulted in all yeas. Motion carried.

McIntire wanted to let council know Bob Freesen and his wife Debbie made a donation of \$1,000 to the Winchester Cemetery. He has done this every year since he has been mayor. Freesen's parents and first wife are buried there.

McIntire asked council to look in their packet for the delinquent utility customers. He said to look at the middle column and see when they made their last payment. He would like to get together with the gas committee and water & sewer committee to discuss this. He would like to send a letter to each of them explaining the more they delay the worse it will be to catch up. He would like to let them know they can come to City Hall and work something out. McIntire said we need to show some compassion and empathy because this is something that we have never seen before. Some are repeat offenders and are late every month.

McIntire asked everyone to look at the letter from USDI pertaining to the gas rate. The correct formula is a \$3.00 facility charge + \$3.15 over the gas cost. This should be the correct formula for all gas customers. McIntire told the girls in the office if customer complained about their bill to get their name and phone number & they would show them the formula.

There was a letter about a new business company supplying credit cards with no expense to the city. This company would charge a fee to each customer who uses this. No action was taken.

McIntire would like to get together with the water and gas chairmen to go over the rates and billing.

John Paul Coonrod, City Attorney stated at the last regular city council meeting we discussed an ordinance at Caleb's urging and that would provide part-time officers working a holiday get paid time and a half to work the eight hours. It amends the public safety chapter of the municipal code, specifically the section dealing with salary. The section as currently written just says that they, meaning the police officers shall receive such compensation maybe provided by the ordinances of the city or by resolution of the city council. This ordinance would just append on to the end of that statement that specifically part-time employees of the City Police Department shall be compensated at a rate of one- and one-half times such employees hourly rate of pay for the hours worked on a public holiday as defined by the employee handbook for the City of Winchester. The employee handbook has a list of the holidays and we consider public holidays. So, by referencing to the city handbook just removes any ambiguity as to what is actually a holiday. And other than that, it has a standard boilerplate, just saying that if any section of this ordinance should be struck down by a court of law, the rest remains in full force and effect upon publication in pamphlet form and the City Clerk is directed to have this ordinance published in pamphlet form within 10 days of its passage.

MOTION: Lawrence Coultas moved, and Jeff Pittman seconded to pass Ordinance 908; An Ordinance establishing Holiday Compensation for Part-time Employees of the City Police Department. Roll call resulted in all yeas. Motion carried,

Coonrod also stated the ordinance just passed out would amend the employee handbook to just specify that new employees were enrolled on the IMRF system upon hiring. This amends the handbook whereas the last ordinance didn't amend the handbook as the handbook is for full-time employees and he didn't want to start adding provision about part-time employees in the handbook that applies to all full-time employees, because that just invites litigation, potentially, in the future when a part-timer says, Well, I'm entitled to this. So, therefore this amends the handbook and the other one didn't. This ordinance amends, section three of the handbook, dealing with hiring currently, that portion currently says salaries shall be established by the Council and shall be reviewed annually. This ordinance would append on to the existing sentence that a new employee shall be enrolled as a member with the Illinois Municipal Retirement Fund upon hiring, and then the rest is the standard boilerplate that we include in ordinances that amend the employee handbook. If an employee does not make it past the probation period, they can take their money out of the IMRF or transfer it to another retirement fund. On page 1 of the handbook, it states these regulations apply insofar as they are relevant only to all full-time employees.

MOTION: Lawrence Coultas moved, and Terry Gregory seconded to pas Ordinance 909; An Ordinance Amending the Employee Handbook for the City of Winchester. Roll call resulted in all yeas. Motion carried.

Coonrod updated the council on the USDA Library Grant that would be distinct from the Secretary of State Library Grant, but rather, would refer to what we were talking about earlier, the stop gap \$50,000 100% federal money grant that we're seeking from USDA. This still looks promising or they wouldn't have asked us to submit the final application, if they didn't think they had the money and weren't going to fund this. And they wouldn't have driven down to Winchester and took pictures of the library. One slight kink that has come up in that application process is that our current service contract for engineering services with Benton & Associates for library construction; does not include construction supervision services. Benton's can provide construction, supervision service. They would make the determination that the work is up to snuff, in terms of, good workmanship and of following the actual engineering specs. This is probably not necessary for a project like the libraries, which is why Benton & Associates did not include that in their contract. With this not being in the contract it probably saved the city somewhere from \$10,000 to \$15,000 for the service, that is what Benton's usually charge for providing a construction supervision service. USDA, being a different body requires that service be provided, if they are going to give us a \$50,000 grant. This is less than ideal but if you have to pay out \$15,000 for the \$50,000 grant, we are still coming out ahead. Coonrod talked to Tracy Ashbaugh at USDA and said this was not in the current contract. All the city must do is fine a qualified individual to supervise the work. It must be someone with experience in building construction. There are several people around town that would qualify. This would be contingent on us being awarded the \$50,000 in the first place. SO that being said he would ask the council to make a motion to authorize the expenditure of not more than \$8,000 for construction supervision services by a qualified individual or company to be selected by the mayor, subject to the award of not less than \$50,000 from USDA for renovations to the public library. This would avoid putting the city on the hook for the construction supervisions expense unless we get the \$50,000 grant. We can still come out ahead and it would allow the city to proceed to find

someone to do this. The title for the job would be construction supervisor/administrator is what USDA called it. Coonrod was asked how long it would take to complete the project, once started. He didn't know for sure how long it would take.

MOTION: Ron Bell moved, and Jeff Pittman seconded to an ordinance authorizing expenditure not to exceed \$8,000 for a construction supervisor/inspection services by a qualified individual or company, subject to the award of not less than \$50,000, from USDA for the public library. Roll call resulted in all yeas. Motion carried.

Coonrod updated council on the City Hall renovations grant. It has been a while and are still waiting final approval from Dwight Reynolds as to all the quotes we authorized. He does think we are getting close. The people at USDA were out around the holidays and was to be back on January 1. He received a couple different emails and it sound like the renovation grant is close to being finalized. Coonrod said he thought he would hear something any day now. The price of the windows is going up every day.

Ron Bell said they were having trouble with the bills. According to the information I have that needs to be established by the council that usually read the meters on the 15th of the month. And is someone had a final on the 17th and somebody else takes over on the 18th they go ahead and read it again and give them a whole bill and you pay two (2) infrastructure fees. The office would like to have some guidelines on this. Robinson will talk to the office help about this. They will still have to pay the \$5 infrastructure fee.

Jeff Pittman has been working to help Lee McCleening. He is an older guy and doesn't pay attention to what he owes and stuff. He got a leak and had it for over six (6) months but he continued to pay his bill. Around September he noticed his bill getting higher. He thought he called Vortman Plumbing to have it fixed, Vortman is no longer in business. The leak went from a leak to a break and his bill was like \$2,400. The water was in his front yard and in the ditches, so we know it did not go into the sewer. The whole bill was \$816.14 for the sewer. Mayor said we could knock off the sewer fee since the water did not go into the sewer. They call Schafer Plumbing, and they had the break fixed with 15 minutes. His monthly sewer rate for last January and February was around \$20. The sewer was \$21.16 in July then in August it was \$56. So, in August the leak got bigger. September it was \$112.64; October was \$273.96; November was \$264.50; and December was \$860.14. Mayor asked what the council thought of take the maximum sewer off his bill, since he has already paid the bills. That would give him \$230 or \$249 a month. For September, October and November giving up over \$100 a month, in other words credit him about \$500 - \$600 plus \$860 for December. His December bill was \$2,394 and sewer part was \$860.14. Credit him \$20 per month for sewer and he would get a break of \$1,400. So, if we give him a credit of \$1,400, he would owe \$147.40 for this month. McIntire will get with Pittman and get the corrected bills.

Lawrence Coultas wanted to bring up perhaps offering another COVID 19 relief for businesses. Back in May they gave any business in the TIF district who applied \$1,000 if they could show hardship due to the pandemic. In most cases there hasn't been much relief to businesses. Coultas thought it would behoove the city to help the TIF district. That is what the TIF district is for the encourage businesses to stay in town. Most of our businesses stayed open to some extent but a

lot of people are not going out because of the virus. Only one (1) business has closed since the stimulus check in May, Buck & Jo's. They want to let people know this is available and it is their responsibility to come pick up an application. It was suggested posting this on the Facebook or City website. Currently the website is not up to date. It was the consensus of the council to give businesses in the TIF district another \$1,000 but they must pick up an application and return it. John Paul has a blank copy of the last resolution we did and could pass an identical COVID business Relief Program, identical to the last time. If you wish to keep it at \$1,000 the only thing to change would be the deadline of May 1 to apply. We need a resolution in writing if we are going to do this because we must report TIF expenditures to the state. The resolution would be 2021-1-01 for stimulus relief.

MOTION: Lawrence Coultas moved, and Terry Gregory seconded to pass Resolution 2021-1-01; A Resolution authorizing Business Related Program and Response to COVID 19. Roll call resulted in 4 yeas and 1 abstention. Jeff Pittman abstained. Motion carried.

There are a few things on the application that need to be changed. The committee will meet Monday, January 11 at 9 am to make changes. Lawrence will have the girls post the notice tomorrow.


Brenda Robinson, City Clerk reported when looking at the life insurance Randy Ford, Mark Howard, George Lindsey and Bill McNeece were still on the bill. They need to be removed. Also on health insurance Matt Watson and Jacob Bettis were not on the bill. Angie had never turned in George as retired when he retired in August. Also, there was an increase for health insurance which Jim Smith pays, and he was not notified about it. She will check to see if George Lindsey's insurance will increase since his retirement and he is a part-time police officer.

PUBLIC COMMENTS:

Chris Renner asked how money was in the cemetery fund to fix the stones. She said they usually spend \$5,000 a year. She was told they didn't do anything this year because of COVID-19. The stones done previously look a lot better.

Marcie Renner asked about the archaeology dig and where it would be. It is just south west of her house. They will set up grids and just dig potholes to exam. Then she asked about the sewer system project and wanted to know if they were still going to sell the lots and was asked if she wanted to buy them. She said her dad had said multiple times he would buy them. She is interested in the lots between her house and McNeece's. She was told they need to have them surveyed but they have been zoned. Renner asked if she would have to hook on to the new sewer or not. She had just put in a sewer system because she didn't think they were going to get it out there. So, she wasn't interested in hooking up to the sewer.

MOTION: Bill Jacquot moved, and Jeff Pittman seconded to adjourn the meeting. Roll call resulted in all yeas. Motion carried. Meeting adjourned at 9:45 pm


Rex McIntire, Mayor


Brenda Robinson, City Clerk