

November 4, 2020

WINCHESTER CITY COUNCIL MEETING

The Winchester City Council held their monthly meeting November 4, 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; Caleb Handy, Police Chief; John Paul Coonrod, City Attorney; Carmen Ensinger, *Scott County Times*; Greg Hillis, Benton & Associates; Chris Renner, Stevie Timmerman and Barb Hoots.

MOTION: Terry Gregory moved, and Jeff Pittman seconded to pay bills as presented after a few questions about some items. Roll call resulted in all yeas. Motion carried. Lawrence Coultas suggested after the council received the financial report, if they have questions go to city hall before the meeting and ask them.

Bill Jacquot asked why Trotter Construction had not been paid since it was approved at the last meeting. Brenda Robinson, City Clerk, had asked the same question. She was told by Angie that Greg Hillis called and said to hold the checks because the rate had changed. Greg Hillis said he didn't tell her to hold them. Robinson said she signed the check earlier in the evening for them.

MOTION: Lawrence Coultas moved, and Jeff Pittman seconded to approve and dispense with the reading of the minutes of the October 7 meeting. Roll call resulted in 5 yeas and 1 abstention. Ron Bell abstained as he was absent at that meeting. Motion carried.

MOTION: Bill Jacquot moved and Sandy Long seconded to approve and dispense with the reading of the minutes of the October 15 special meeting with two (2) corrections. Roll call resulted in all yeas. Motion carried.

Greg Hillis, Benton & Associates addressed the council about the pool project. He passed out pay request number four (4) to Trotter General Contracting, Inc. for the last month's work. Due to some illness they were not able to have their private meeting at the site. Mayor McIntire and Hillis were able to observe the site and determined they had completed the work they are asking to be paid for. They have completed the concrete and sidewalk work. They are starting on the roof and after the roof is on, they will be able to complete the plumbing in the walls and add fixtures. There have been no change orders at this time. The complete total today is \$181,984.15. The current payment due is \$80,109.80. They are further along than they thought so might have most of it completed soon. Then they can come back in the spring & finish up. The pool liner is scheduled for arrival in the spring.

MOTION: Bill Jacquot moved, and Terry Gregory seconded to pay Trotter General Contracting, Inc. application #4 for \$80,109.80 for work completed at the pool. Roll call resulted in all yeas. Motion carried.

Hillis presented the Northwest Sanitary Sewer Improvement for the Coultas property that was discussed at the special meeting, October 15. At the special meeting they went over the cost scenarios and was given permission to present the engineering service agreement at the meeting tonight. This puts everything that was talked about into writing, the topographic survey and controls. They need to get this into EPA hands as soon as possible and are moving ahead very quickly. They will be submitting this to IEPA soon. This is for the 2020 unserved community service grant program. This needs to be submitted to IEPA by December 31, 2020. A facility plan needs to be submitted along with designs. Hillis would like to have a committee meeting to go over the design and goals. Hillis will get the final construction plans and construction documents and get them bid ready. Once the city receives the grant, they will be ready to go for the design. The cost for design and everything discussed previously is \$73,000 complete. Hillis said they would not be responsible for any field work or ground markings. The permit with IEPA will be good for two (2) years after receiving the grant. The design and engineering service agreement will be paid out of the TIF funds. Hillis will have an invoice at the December and January meeting.

MOTION: Bill Jacquot moved, and Ron Bell seconded to approve the Northwest Engineering & Design Proposal with Benton & Associates for \$73,000.

Caleb Handy, Police Chief passed out his monthly report as such: Animal control – 2; Assist motorist – 2; Burglary – 1; Business alarms – 2; Business Complaint – 1; Disturbances – 5; Domestic disturbance – 4; EMS assists – 13; Extra patrol requests – 2; Fire assist – 1; Ordinance complaints – 3; Physical or verbal altercations – 3; Prowler – 2; Served papers – 3; Speak to an officer – 14; Theft – 2; Traffic stops – 6 (verbal warnings -5; written warnings – 0; citations – 1) Traffic accidents – 6; Vehicle complaints – 7; Well-being check – 1.

Lawrence Coultas, the purchasing committee met about the 4-wheel drive vehicle. At this time the committee felt like it wasn't budgeted for. It would be a stretch to say it was on the appropriations. He was told to put in the budget in the future as they felt there wasn't money in the budget for it right now.

John Simmons, Supt of Public Works wasn't at the meeting but had his monthly report as such: Snowed on Oct. 26; He was out with COVID for 10 days; poured 19½ yards concrete; had 5 gas leak calls; 23 work orders; 27 locate tickets; read meters – 3 days; brush pick up – 4 days; monthly odorizer readings – sniff test; hauled off scrap metal – received \$158; cleaned ditches on Coultas Road; Winterized park and turned off water; water leak at 121 S Hill; funeral/grave openings – 3; spent 3 days reshaping the end of Thomas Alley to allow water to drain; zoning permits – 3; rebuilt air release valve at sewer plant; installed new block heater on generator at water plant; helped with office; and winterized wells.

Lawrence Coultas asked about the letter Simmons had submitted last month to be sent to all customers about brush pickup. Simmons wanted the Mayor and Angie to look it over and rewrite as needed. The Mayor said the bills would be going out at the end of the week and they would include the letter.

Mayor McIntire mentioned they had purchased some new tables and chairs from next door. Nate Davis recently purchased Country Companies building and had surplus furniture. He stated they got a good deal.

Wanda Cody, City Treasurer passed out her monthly report. She was asked if she had taken care of the matter of Amy Brown being on an account at the First National Bank. She said it was the timing of the matter and it had been taken care of. A copy of that account has been sent to the accountant. Cody explained the new library fund checking account. \$16,000 will be taken out of the Library Memorial Fund and transferred to the Winchester Library Grant checking account at the Farmers State Bank and pulling the money out of the CD's and building fund there is \$51,687.60 in that account. There is still interest to be posted. This is the funds report: \$6,000 from Library Building Fund account leaving \$245.98 in the current account. Library Memorial Fund deposited \$16,000 leaving \$175.85 in that account. There were two (2) CD's one for \$4,375.82 and the other \$45,687.60. Plus, the \$51,000 from the City will have a balance of \$123,063.42. This will be an interest-bearing account. The checks are free, and the bank will write the checks, with Darlene and either Rex or Wanda as the other signature.

Cody reported the infrastructure fee for the fiscal year is \$25,473.40 with the total in that account now \$59,077.24. This fund was established in July 2019.

Cody was asked if the money from the TIF had been deposited in the general fund. After looking at it, it doesn't look to have been transferred. She said it is usually a check written to show a paper trail.

Mayor McIntire brought up Angie's health issues. She went into the hospital after suffering a heart attack and had to have two (2) stints put in. She came back to work and then had other issues and had to go back to the hospital. McIntire wanted to thank Sandy Long for her help in the office. She went above and beyond the call of duty.

McIntire said Dr. Schroeder's office and the Times office have been demolished. Pat VanDeVelde plans to build a new office on that site breaking ground in the spring.

McIntire stated he thought it would be a good idea to cancel the holiday party this year due to COVID 19. To pass on a bit of cheer, McIntire suggested giving employees gift certificates from the local dining establishments. McIntire stated he usually gave the employees gift cards for the holidays. McIntire said Buck & Jo's closed on October 18 and are trying to sell the business. The South end of the property has been sold. McIntire said he hopes someone buys the business. It has been a restaurant as long as he could remember.

MOTION: Bill Jacquot moved, and Sandy Long seconded to purchase \$40 food gift certificates, from local businesses, per couple for all full time and part-time employees. Roll call resulted in all yeas. Motion carried.

McIntire brought up trying to help raise money to help the Winchester EMS. When it first started it was manned with volunteers. Times have changed, now they are having to pay people to help and it is putting a strain on the budget. McIntire stated that since Winchester was the largest municipality in the county that they might be able to step up and help. For the ambulance to receive money from property taxes there needs to be a referendum passed by the county.

McIntire suggested sending a questionnaire to every city resident asking if they would be willing to donate \$10 a month to the EMS. That would generate around \$80,000 and if the other towns in the ambulance territory did the same that would help. McIntire talked to the commissioners and asked what they planned to do. The current EMS does not want to offer to show their books and wants taxpayers to foot their bills and they keep their money. There needs to be a board to oversee this. McIntire also suggested having a yearly subscription for \$50 a year from each city resident. McIntire asked City Attorney Coonrod to draw up a letter or agreement for the EMS and City and whoever else would be involved. The letter would state the mayor and council are behind this proposal. McIntire asked Commissioner Bob Schafer about how many parcels there were in the county and he said there were 4988 parcels. McIntire said if everyone paid \$50 per parcel that should give them enough money to sustain them. It seems the EMS does not want to disclose their books, and they need an oversight committee.

Next on the agenda was the audit with **John Coonrod, City Attorney** presenting. The city got an extension from the comptroller to file the audit. The mayor suggested everyone look at the report and go over it next month. The current audit is being called a draft. Though it is in final form. After the council approves the audit, they will send related letters with signatures to be filed with the Comptroller's report. Coonrod had gone over the audit and said it was standard. He wanted to make some brief notes, overall, for the entire city, both being government side of thing and business side of things, being water, sewer and gas. The current assets on the business side of the city's affairs would seem to be up somewhat from last year. Total assets on the propriety side of things, the enterprise side of things, simplicity of ministers would be down slightly, but when taken together on the whole assets for both government and business, which are up about \$142,244. Debt, total debt is down from last year's audit to the tune of \$184,362. And our total net position is up. That includes assets, mind you, not just cash. When you consider the assets, the city has had a lot of properties with a lot of money. Total net position this year comes out to \$5,800,830. This counts for property and machinery and equipment and is up \$327,606 over last year. The business activities were down last year \$52,000 and this year it is up \$327,606. We have more money than last year and are in a better position to a tune of \$286,914. The total fund balance of all the funds added together went to down last year. But this year it went up and the bottom line is that's due to a small increase in tax revenue as well as a substantial increase in sate distributional payments. About half of which went to capital outlays which is building and maintaining infrastructure and equipment. So on the whole the city, at least as of the period of time this audit covers, is in better fiscal shape than it was the audit before. Coonrod will be able to prepare the tax levy he will present next month. Coonrod thought it would be a good idea for the accountant to come next year and present the audit and actually go through the highlights and shortcomings in person.

Lawrence Coultas asked Coonrod if there were any Freedom of Information Act requests outstanding. Coonrod said there received two (2) requests in the last month. He knew one was wrapped up and the thought the other went out a couple days ago. The request was having to do with the glitch we had in the gas billing. Angie dropped off the information to his office and he responded as required. Then Angie had her spell and was only working half days. Angie had the documents and was getting ready to send out a couple days ago. Coultas just wanted to be sure

we were staying on top of things. Ron Bell asked if that was the city clerk's job to send out FOIA requests and Coonrod said he thought Angie was the FOIA officer.

Coonrod reported on the Municipal Court. The council did not issue any new citations last month. They are dealing with ongoing cases and a couple people that haven't yet been served, as they just weren't easily findable with the city limits, and we are not going to send somebody over to Pike County to serve somebody in person. So long story short at the last Municipal Court there were seven (7) cases before the court. Of the seven (7) cases, five (5) of those properties cleaned up prior to the hearing. They were dismissed by the city and court. That leaves two (2) properties that weren't cleaned up, one of which there was no progress, but the person who had gotten the citation had been in the hospital. So, we just continued this and didn't fine them. They will have to show up at the next Municipal Court hearing here in a few weeks. (Municipal Court is held the third Friday of the month as needed) The other remaining property at the edge of town has seen a small amount of progress. This case if one of those you take a carrot and stick approach to get incremental gains. He said he would be happy to discuss this in greater length outside of the meeting if anyone wanted. So, at the next Municipal Court, those two previously mentioned that haven't cleaned up will need to appear at the next court date along with two (2) individuals that this court had previously voted to cite a couple months ago. They had finally been served with process and they are required to attend the hearing. There will be four (4) cases for the next court date. Things are starting to wind down for the winter. In the spring they will start citing residents again and maybe go forward with enforcing the ordinance prohibiting abandoned vehicles. It was discussed to fine the first time, then abate the fine, but the next time do not abate the fine. Coonrod is looking at other municipalities to join us.

Coonrod explained the local CURE program funded with federal money through Department of Commerce and Economic Opportunity. Each municipality and county and every other government entity in the state had been allotted a certain amount of money. Our allotment is \$65,716. Coonrod mentioned they were still coming up with ideas on how to claim the money. Since the last meeting Coonrod has found out the police payroll is a COVID related expense under the CURE program. Coonrod asked Angie to prepare numbers for the police payroll beginning March 1 and at the present time the total amount is \$93,987.07 As you can see it is more than our allotted \$65,716.

MOTION: Lawrence Coultas moved, and Jeff Pittman seconded to approve the request to send to DECO for police reimbursement from March 1 to present for \$65,716. Roll call resulted in all yeas. Motion carried.

Ron Bell suggested now there was money to purchase the 4-wheel drive vehicle the police depart is wanting.

Coonrod went over the City Hall renovations grant, this one is with the USDA. Now we need to submit the quotes for the work to USDA. In order to do this, we need to approve them. We have three (3) projects; AC for the new roof air conditioner; new windows for the new city hall; and work on the overhang. Peters was the choice for the AC; Roger Van Meter will do the windows and Jim Kirkpatrick was the choice for the overhang. The City was wanting some proof of insurance from these contractors. Van Meter has submitted proof of insurance. The Peters, Roger

VanMeter and Jim Kirkpatrick quotes were all approved as presented, subject to having liability insurance for the period when they will do the work.

MOTION: Ron Bell moved, and Terry Gregory seconded to approve Peters Air Conditioning quote of \$24,712, Roger Van Meter's quote of \$23,250 for windows and Kirkpatrick's quote of \$4,255 for overhang to the USDA pending proof of insurance. Roll resulted in all yeas. Motion carried.

Coonrod explained the contract extension for the mowing at the cemetery. We have contracted out the mowing for the cemetery, Douglas Park, Winchester Library and Monument Park. There have been a couple of instances where we've had to relieve people of their duties because of poor performance and right now we've got two (2) contractors doing an excellent job. One still has a year on his contract for Winchester Library, Douglas Park and Monument Park, but the cemetery contract is up. It was decided to extend the contract for the cemetery with a one (1) year extension. It was noted Rick Willis is doing a great job and there have been compliments on his work.

MOTION: Ron Bell moved, and Jeff Pittman seconded to extend the cemetery contract one (1) year at the same price and same terms as the previous contract. Roll call resulted in all yeas. Motion carried.

Coonrod gave council a heads up on the USDA's approval for the interconnect agreement with Scott, Greene, Morgan water Coop. The project is good to proceed as we wish.

Coonrod said at next month's meeting he was going to discuss the intergovernmental agreement with Manchester and possibly Bluffs to enter the Municipal Court Agreement as long as their ordinances are created for their own court and they will share the cost.

Jeff Pittman asked Coonrod if he could contact Peters Air Conditioning to order the air conditioner since it will take three to four weeks for it to arrive. Also, the windows will take three to four weeks to arrive. He was told to go ahead and contact them & get it ordered. Coonrod will meet with Jeff tomorrow after talking to Dwight Reynolds about the grant.

Ron Bell gave a report on the fire department. They are changing their air packs to the carbon fiber. The air compressors are higher in PSI than what the metal ones were. The metal air packs ones are obsolete. About 20 years ago the fire department spent \$20,000 on an air compressor, now it need to change the tanks, get new hoses, valves on the bottom and it will take the upper pressure but they had it regulated for the smaller PSI. This is cheaper than spending \$25,000 to \$30,000 for a new compressor. They need to spend \$4,473.25 to upgrade the current compressor. This includes the labor, delivery and installation to upgrade to 6,000 PSI. They are looking to replace the outdated air packs. They have something in the works but can't talk about it right now. Each tank cost between \$6,000 to \$7,000. They may get some donated.

MOTION: Ron Bell moved, and Lawrence Coultas seconded to spend \$4,473.25 from fire department fund to repurpose the current air compressor along with 6,000 PSI hose not to exceed \$5,000. Roll call resulted in all yeas. Motion carried.

Bell stated the fire department would like to purchase four (4) eight-foot fold up tables and 24 chairs from Walmart for the fire hall for \$908.52.

MOTION: Ron Bell moved, and Jeff Pittman seconded to purchase four (4) eight-foot fold in half tables and 24 chairs for the fire hall from Walmart not to exceed \$900. Roll call resulted in all yeas. Motion carried.


Ron Bell suggested giving the city employees a raise for being here, since they didn't get one in May. We have spent a lot of money. They said the other night, I think we ought to show them a little bit of concern. Thanks for being here. And I think we ought to make a motion to give them 25¢ an hour for each employee since we didn't give them a raise in the spring with the COVID going on. Bill Jacquot wanted to refer it to the Personnel Committee. McIntire said bonuses will be coming up and raises in May, so maybe can give them a better raise. Lawrence said appropriations would be in April or May and he would like to start the new fiscal year with raises and not mid-year. Next month we will talk about the seasonal salary adjustments. Robinson gave Lawrence a copy of what was discussed last year on the bonus, dealing with years of service.

MOTION: Lawrence Coultas moved, and Bill Jacquot seconded to go into closed session to discuss swimming pool financing phase 2. Roll call resulted in all yeas. Motion carried. Went into closed session at 9:35 p.m.


MOTION: Bill Jacquot moved, and Terry Gregory seconded to come out of closed session. Roll call resulted in all yeas. Motion carried. Came out of closed session at 10 p.m.

MOTION: Bill Jacquot moved, and Ron Bell seconded for the City of Winchester to engage into an agreement with UCB for a \$300,000 loan for the pool and bath house for ten (10) years at the fixed rate of 2.95%, with tax anticipation warrants for the same ten year period to issue to UCB. Roll call resulted in all yeas. Motion carried.

MOTION: Bill Jacquot moved, and Terry Gregory seconded to adjourn the meeting. Roll call resulted in all yeas. Meeting adjourned at 10:10 p.m.



Rex McIntire, Mayor



Brenda Robinson, City Clerk