

February 3, 2021

WINCHESTER CITY COUNCIL MEETING

The Winchester City Council held their monthly meeting February 3, 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, Sandy Long, Jeff Pittman, City Clerk Brenda Robinson and Deputy City Clerk, Jozy DeGroot.

Also in attendance were Wanda Cody, City Treasurer; Freddie Andrews, Fire Chief; John Paul Coonrod, City Attorney; David Camphouse, *Scott County Times*; Janet & RJ Paslay; Steve & Barb Hoots; Stevie Timmerman; Chris Renner; Louis Meyer; John D. Coonrod; Matthew & Kenneth Mayner; Jackie & Colin Kuchy; Teri Little; Darrell Moore.

There were a few questions about the financials. On the payables on the second to last page it should be Scott County Economic Development Corp instead of Scott County Highway Development Corporation.

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

There were some questions about the minutes. Ron Bell thought City Clerk Robinson was supposed to look into the infrastructure fee on the city bills. In the minutes it stated Ron Bell was to look into it. After some discussion it was decided that everyone will pay the infrastructure fee. There were a few other corrections noted.

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

R J Paslay updated council about the memorial for their daughter at Monument Park. With COVID it has been a challenging year to say the least. This fundraising effort has done nothing but cement his faith in humanity. Janet & RJ are overwhelmed over the tremendous response from the community. Janet spoke to the council and wanted to thank everyone for their donations. Janet said she had tried to send out Thank You notes to everyone and commented 'it's just a nice big hug from the community of Winchester, when we needed it.'

Paslay said the fundraising efforts have been very, very successful. In his mind he wanted to do things in three (3) phases but with the donations they are able to do ahead and purchase more items to be placed along with the rock climbing and slide component. He would like to add the Poseidon Hideout, Sit & Spin and Whizzy Dizzy, cost will be \$5, 979 to the phase I component. He would like to remove the bushes, excavate and pour two (2) concrete pads four foot by ten foot to accommodate some benches and trash receptacles, add 46 cubic yard mulch, landscape cloth and anchors, and 50 bags of concrete mix, cost \$2,775. He would like to put fencing

between the playground equipment and parking area. Carter Slagle is working on estimates for the fencing. They currently have \$15,185.50 in the Memorial Playground Fund. With Phase I & II plans the cost would be around \$9,000, so there is plenty of money. Any remaining funds will be used for a memorial marker of some kind. After all bills are paid, he will donate the rest of the funds to Winchester Civic Group and Recreation Committee because they have been talking about establishing walking paths around the park as well. They would like to have a dedication program the first weekend of June, which is approximately the one-year anniversary of their daughter's death. This could possibly coincide with the Civic Groups "Spring Fling" cookout. Paslay wanted to thank the ladies in the office for all their help. They have been fabulous to work with very efficient and welcoming.

Mayor McIntire passed out the police report since Chief Handy was unable to attend. His wife is in hospital having their baby girl. His report is as follows: Animal complaints – 4; Arrest warrants -1; Assist US Marshalls – 1; Attempt to locate (warrant) – 3; Business alarms – 1; DCFS – 1; Domestic disturbance – 4; EMS assists – 19; Fire assist – 1; Hospital interview – 1; Informal station adjustment (juvenile) – 1; Order of protection – 1; Prowler – 1; Speak to an Officer – 16; Property exchange – 2; Suicidal subject – 1; Suspicious persons – 4; Traffic accidents – 5; Traffic control – 3; Vehicle complaint – 3; Traffic stops – 3; Verbal warning – 2; Written warnings – 0; Citations – 1; Well-being checks – 5.

Handy had a budget request and it was turned over to Chairman of the Purchasing Committee and suggested the city attorney go over it. He has a pretty good list for his annual budget and what he would like to do. He had talked to the mayor about putting on two (2) part-time officers since some of the officers on the current roster cannot work when asked. McIntire talked to Personnel Chairman briefly about this. One officer is Patrick Johnson, a police officer in Bluffs. The other officer is Joshua Phares a police officer in Waverly. McIntire suggested the Personnel Committee meet with both officers before adding them to the roster. Both men are correctional officers in Jacksonville Correctional Center.

Wanda Cody, City Treasurer. The \$300,000 pool loan you see at the side would show up on one report but not the other. The girls in the office have managed to resolve that today, they are still reversing entries. They are changing entries for Trotter payments into that account instead of the pool loan account. The Library Memorial Fund for the building fund and library grant account are showing up on one report but not the other. They need to figure out what's going on with that and transfer monies that were removed to create the Winchester Library Grant fund. The girls need more training on entering journal entries. Robinson will contact Rick at Locis to come for another training. John Paul Coonrod will be requesting the rest of the pool grant money (\$167,500) from IDNR.

Bill Jacquot asked about the TIF fund that went from almost \$266,000. He was told the \$13,000 from the COVID relief had not been deducted yet, so the balance is \$254,238.93 is the correct balance in that fund.

McIntire stated John Simmons could not attend tonight but turned in his monthly report as such: Brush pick-up; Read meters; Gas test/took several days; 26 work orders; 5 grave openings; 10 Julie locates, 1 call from City; 1 gas leak; ICC paper audit 3 days; Monthly odorant reading &

sniff test; Cleaned several streets; Ordered gas and water parts; and spread salt & removed snow. Simmons had some things on the agenda, but he didn't get them in on time. McIntire told council they needed to be turned in by 2 or 3 p.m. the Monday before the council meeting. The Open Meetings Act states the agenda must be posted 48 hours before the meeting. It wasn't fair to the girls to have to stay after 4 p.m. to post it.

Mayor McIntire reported new handrails were installed by Bob Howard, in the downtown area. One is at the Outreach Center; one is at the Great Scott Store and Meat Market and one is near the hardware store. This will help elderly and handicapped person get up and down around the square.

McIntire said they had a discussion concerning the increases in property taxes. A group went to the commissioner's office on Monday to discuss with our tax assessor. They hope to get things straightened out. The grant project was completed to help attract businesses to come downtown. Mayor asked the city attorney if everything had been submitted to get our full grant payment of \$99,000 back. Some property owners were not happy with the increase and are filing a request for review.

McIntire stated Greg Hillis, Benton & Associates did not call down to get put on the agenda for this month's pay request. He called the mayor on Tuesday which was too late to get it on the agenda. The request was for \$7,000 which is a relatively small amount compared to \$68,000 last month. McIntire asked Hillis to explain to Trotter about the oversight and will make both payments next month.

McIntire introduced Jackie & Colin Kuchy, a young couple that has moved back to town to raise their family. They have been active in the Civic Group and are looking to purchasing a vacant building & start a business. Jackie called & asked if there were any programs to assist the businesses. What we have done in the past is offer tax rebates in the TIF District, where we have control over the increase in the taxes. We also have programs for façade improvements, program for roof improvement to try and maintain the downtown buildings so they don't fall in disrepair.

Jackie Kuchy said they are in the early phases in a building on South Main St. It has been an eyesore and that is why they are drawn to it. She is involved in the Civic Group and her husband is a bicycle fanatic and fixes people's bikes in their garage, so they are looking at opening a bicycle shop & service. There is an upstairs apartment which they have been considering turning into an Airbnb concept. They are gathering all the facts to make sure they can make a go of it. It is quite a risk for their family. Recently the City helped Valley Tree Estates help people purchasing lots to develop in the subdivision by offering two (2) years tax rebates on any tax increase due to improvements they made.

Coonrod said there are two (2) programs that with the TIF program, one is the façade program and roof improvements program. There is also a tax rebate incentive for new construction. It would merit as soon as you purchase the building ask for a tax rebate to improve the building. The rebate is for two (2) years. For the façade & roof improvement program you must submit an application to the city along with two estimates for the job. The city will pay up to 25% of the cost not to exceed \$5,000. One of their plans is to get governmental grants to add a bike trail in and around town.

McIntire brought up that the 2020 investment commitment to the Jacksonville Regional Economic Development Corporation is due. The total commitment is \$1,200. The city has been a member for several years.

MOTION: Terry Gregory moved, and Jeff Pittman seconded to pay the 2020 Investment Invoice to Jacksonville Regional Economic Development Corporation membership in the amount of \$1,200. Roll call resulted in all yeas. Motion carried.

John Paul Coonrod, City Attorney presented someone interested in a subdivision at the Buck & Jo's property. There are three (3) lots, and they would like to sell off one (1) lot.

John D Coonrod addressed the council on behalf of Dan Burk, Buck & Jo's LLC. He passed out three plats of the subdivision as well as an aerial view. Buck & Jo's have had some financial difficulties and have change their business direction. To sell off part of the property they have to abide with the city's subdivision code. Jake Meyer, surveyor or an engineer for the project and Darrell Moore helping with the property transaction, have major tiers of interested parties are trying to get another business up and running. The main objective is to comply with the city's subdivision code. One parcel is the restaurant, second parcel is where Jo Burk lives, third parcel is where the former beauty shop was. All three have their own highway frontage and no new streets are needed. Since this is an existing property, they don't need access to any utilities. The third property has water, a septic tank but no gas. They will have access to gas and there is fiber optic. The city suggested having markers on each parcel. Need to contact adjacent property owners. All utilities are underground. It was decided to have a special meeting later in the month to finalize the subdivision. The property is in a B2 zoning district.

Fred Andrews, Fire Chief is looking at a 2015 Chevrolet 2500 4 x 4 flatbed to purchase for the fire department. It has 44,000 miles. It is in good shape but needs new tires, possible sell the current one. This would be the brush tanker truck to replace the 1995 water truck. The truck is \$28,000 plus installing flatbed \$31,650 doc, title and license another \$150 total cost would be \$32,010. There is a lighting issue which amounts to \$1,007.49, which has already been completed, except the signal switch. The brush truck is the rapid response vehicle that is the first one to fires. It passed a 28-point inspection. He thought they might get \$3,500 - \$5,000 for a trade in or someone might buy it outright. Bill Jacquot said just make sure you get rid of it. It will carry a 300-gallon water tank on it. It is usually the first truck to a fire because it is smaller and quicker. It has been in the budget for several years.

MOTION: Ron Bell moved, and Bill Jacquot seconded to purchase 2015 Chevrolet 2500 4 x 4 from Marshall's & have it properly outfitted with new tires and lighting not to exceed \$50,000. Roll call resulted in all yeas. Motion carried.

McIntire said a lady called and wanted to remain anonymous, she wanted to donate \$300 to help people with delinquent bills. So, McIntire, Amanda & Jozy picked out six (6) residents and applied \$50 to each account. After sending out letters to all delinquent residents only two (2) responded. The office is going to let the landlords know some of the tenants are delinquent. If the tenants move the landlords are responsible for the bill.

McIntire said Bob Howard, Sandy Creek Construction has purchased material to reskin the maintenance building at City Hall. Because of COVID 19 he hadn't started the project. The total quote for the job was \$19,000. He would like to be reimbursed for the material which is \$5,205.98.

MOTION: Ron Bell moved, and Bill Jacquot seconded to reimburse Sandy Creek Construction \$5,205.98 for material for the maintenance shed at City Hall. Roll call resulted in all yeas. Motion carried.

McIntire updated the council on the status of the emergency water interconnect that was awarded last month. There were three (3) bids and Rouland Construction won the bid. The weather hasn't been very cooperative to get started. They are getting the material, and everything ordered to being as soon as the weather permits.

McIntire said John Simmons computer crashed the other day which has a lot of information on it. Mike Hurrelbrink was able to repair it, but it is 15 – 16 years old. McIntire said he would like to get a new laptop for John's office and the mayors office. Then John said the other laptops were having problems. So, he would like a total of 4 laptops. He had Lloyd Vortman Computer Service & Sale give a quote for two (2) computer \$1,790 which is a little over \$900 each. John Simmons said the other computer crashed so he would like two (2) more for a total of four (4) laptops. City Clerk Brenda Robinson asked about getting one for the city clerks office. She has been using her personal computer for the past 12 years, after asking for one and was never allowed to have one. McIntire thought she was using the city's computers. The computers in the office need to be upgraded and she is hoping they can get the computer tower Barb Hoots had get it upgraded at the same time. She is supposed to get a quote for those items. Mike Hurrelbrink can come in the office and upgrade the office computers. She was told to get a quote on a laptop and upgrade for office computers. Coonrod said the ordinance passed earlier included routine & anticipated purchases for this fiscal year. It has a limit of \$800 for computers.

McIntire said his wife and him received their COVID vaccine as did Bill & Shirley Jacquot and Larry & Brenda Robinson. He urged everyone to get theirs.

John Paul Coonrod, City Attorney said last month John Simmons brought two (2) items to the council's attention for possible purchases. One being the wiring connectors LED lights and related switches for hooking up a strobe light and a flood lamp that shines on the salt augers as they put on the pickup truck. No action was taken on that. Also, Simmons purchased a chlorinator pump to council's attention that would cost \$519.95 and there was action taken on that. He previously wasn't sure whether or not that was covered under the routine expenditure's ordinance. He reviewed that and the chlorinator pump was in fact included under routine expenditures ordinance. The reason for that is the water department stuff is expensive and they have a higher limit than other departments. But when it comes to the strobe light for the salt truck, it is not included as part of the ordinance for routine expenditures, so a vote is needed to approve this purchase.

MOTION: Ron Bell moved, and Jeff Pittman seconded to purchase and install strobe lights on the new salt truck not to exceed \$700. Roll call resulted in all yeas. Motion carried.

Coonrod gave an update on the municipal court. There were four (4) cases. One was an ongoing case on West Cherry. Some progress was made on that and one of the inoperable vehicles was removed and a dumpster, was brought in and some stuff is in it. So, this individual has been showing up to court and making some progress, so that is something and it was continued pending further progress. The second case is a house by FS. The individual didn't appear and was fined. Third case is an individual on Main Street, did not appear but cleaned up their mess and paid the fine. The fourth person did not appear, so they were fined, turns out some progress was made but he didn't show up to tell them. So, when that happens you get a fine. When it starts to warm up, we can get started again. John Simmons has agreed to continue as the ordinance enforcement officer.

Last month we approved hiring the University of Illinois to do an archeological survey on the Coultas property for \$1,471. The survey has been completed. This property is not eligible for listing on the National Register of Historic Places. In other words, there are no historic properties there, which is good news. So, it seems there should not be any more cost.

Bill Jacquot, Gas Committee Chairman met along with Lawrence Coultas, Terry Gregory and Mayor McIntire. Jacquot listened by phone. John Simmons was also in attendance. They received a bid from USDI to run a gas line to Bob Brown's grain dryer. Jacquot asked if someone could explain why we are obligated to furnish them gas. Ron Bell said they had it before when they lowered the main it was never reconnected. According to John it will pay for itself in a short period of time because of the volume of gas they will be using. The city will supply the trencher and manpower. Lindsay Enloe and his company will come in and lay the pipe and do the welding of 20-foot sections. They have 750-feet of steel pipe, but Simmons thinks they will only use 630-feet, it is broken down by items, fittings, valves, welding, labor and mileage. Total estimate is \$12,135, Simmons seems to think it will be less. So, we, as a committee talked about it. And we as a committee agree that it should be done. There will be some expenses on the city, but we will reap the profits in two to three years. The bins are currently using LP but will convert to the natural gas. Brown's will be responsible for the pipe & meter when it come onto their property. They had gas before that was a residential service where this is a commercials service. That is why it must be a high-pressure steel line, because it's going to use more gas. Jacquot, as gas chairman, suggested the City approve the estimate (not to exceed) \$12,135 from Utility Safety and Design Incorporated (USDI). Simmons thought it would be cheaper.

MOTION: Bill Jacquot moved, and Jeff Pittman seconded to approve the USDI estimate not to exceed \$12,135 for the gas line at Bob Brown's bins. Roll call resulted in all yeas. Motion carried.

Sandy Long didn't know how many had seen the pictures on the walls. She is trying to beautify our beautiful building up some more. She is wanting to have some bookshelves built under the south window and bring in some of the ledger books left by the bank out for display. They are very, very old some dating back to the 1800's. They have a lot of family names in them. She thought after getting the office back open some people might want to look through them. We also have the sketch from Teri Moore on the wall. She has one bid and another one out there that hasn't been returned. It will have to be a heavy bookcase to hold the books. It will go from the

floor to right up to the window ledge. That way the Christmas tree can sit on top of it. She has several comments on how the trees looked in the windows this year. She has other ideas on fixing up the southeast corner that is empty. There is a credenza there with the ordinances on it along with the ordinance book. She would like to place a couple of chairs for people waiting to be helped. Long has an idea for the council chambers. She would like to do something with all the previous mayors dating back as far as she can find.

MOTION: Lawrence Coultas moved, and Jeff Pittman seconded to appropriate up to \$1,000 for two (2) cabinets and other furniture and material to upgrade the lobby of City Hall in preparation of an open house not to exceed \$1,000. Roll call resulted in yeas. Motion carried.

Long said she thought if people used the council chambers, they should have to pay a fee. The American Legion, EMS and the Funk Building charge. The City still must pay for electricity, water etc. The last time it was used by outsiders they left the floors a mess. They should at least sweep the floor and clean up after themselves. Otherwise the city personnel must do it. McIntire disagreed, saying he thought it was a public building and if the Civic Group wanted to use it that would be fine but maybe charge a deposit to make sure it is cleaned up after they use it. Otherwise we keep the deposit. If someone wants to use for private use that is different. It was suggested charging a \$50 deposit to make sure it is cleaned up. Lawrence Coultas suggested giving the user a letter saying it was to be left in the same condition they found it in, or you won't be able to use it again.

Jeff Pittman gave a building & grounds update. Doug Rice put in the new furnace and removed the old one at the old city hall on the 28th & finished up on the 29th. Pittman gave an update on the windows for upstairs. The old bid was \$23,250, the 29 windows went up \$51.72 per window because of the COVID 19 so the new quote for the windows is \$24,750. Pittman went upstairs and counted the windows and found only 28, then realized there were only 22 windows, doesn't know where they got 28 windows. The first quote was \$13,900 for the plain windows. We received extra money to replace the windows with the round top windows. With the round top windows, the quote went to \$34,850. They found some cheaper windows for \$23.50. Coonrod thought there was some more USDA money to help with the increase. Dwight Reynolds at USDA said if the price increased because the material cost increases there would be extra money to help with that. Coonrod suggested voting to approve a new number for USDA purposes.

MOTION: Jeff Pittman moved, and Ron Bell seconded to approve the increase of for windows \$24,750 not to exceed this amount, due to increase from COVID 19. Roll call resulted in all yeas. Motion carried.

Brenda Robinson, City Clerk gave an update on the credit cards. She checked with Marshall about the GM card. She was told in all the years they have had the credit cards they had never has a municipality apply for one. It is a long application. She had talked to Phyllis Evans at UCB Bank and they will have the credit card the way we want it with City of Winchester along with tax exempt number on it. It was suggested getting two (2) cards instead of the four (4) previously agreed on. Wanda Cody, City Treasurer signed for the cards. We just must make a motion to take to the bank so they can process the cards. The girls in the office will setup an excel spreadsheet


for each employee to sign out the credit card. When they return the credit card they must provide a receipt or they are liable for the amount.

MOTION: Jeff Pittman moved, and Ron Bell seconded to authorize the city to obtain two (2) credit cards from UCB Bank with a \$2,000 limit per card. Roll call resulted in 5 yeas and 1 abstention. Lawrence Coultas abstained. Motion carried.

MOTION: Bill Jacquot moved, and Jeff Pittman seconded to adjourn the meeting. Roll call resulted in all yeas. Motion carried. Meeting adjourned at 10:18 pm



Rex McIntire, Mayor



Brenda Robinson, City Clerk