

July 7, 2021

WINCHESTER CITY COUNCIL MEETING

The Winchester City Council held their monthly meeting July 7, 2021 at City Hall.

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

Also, in attendance were Wanda Cody, City Treasurer; Caleb Handy, Police Chief; John Paul Coonrod, City Attorney; Greg Hillis, Benton & Associates; John Simmons, City Supt of Public Works; Jill Cox, Winchester Pool Board; Wayne Brown, Pike-Scott Farm Bureau; Jamie Barber.

Sandy Long led those attending meeting in the Pledge of Allegiance.

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

Mayor McIntire asked for any corrections for the June 2, 2021 meeting.

MOTION: Lawrence Coultas moved, and Sandy Long seconded to approve and dispense with the reading of the minutes of the regular June 2, 2021 meeting. Roll call resulted in 5 yeas and 1 abstain. Motion carried.

Mayor McIntire asked for any corrections for the June 14, 2021 special meeting.

MOTION: Bill Jacquot moved, and Terry Gregory seconded to approve and dispense with the reading of the minutes of the regular June 14, 2021 special meeting. Roll call resulted in 5 yeas and 1 abstain. Motion carried.

Mayor McIntire asked for any corrections about the June 21, 2021 special meeting.

MOTION: Bill Jacquot moved, and Jeff Pittman seconded to approve and dispense with the reading of the minutes of the regular June 21, 2021 special meeting. Roll call resulted in 5 yeas and 1 abstain yeas. Motion carried.

Mayor McIntire asked for any corrections about the June 24, 2021 special meeting.

MOTION: Lawrence Coultas moved, and Sandy Long seconded to approve and dispense with the reading of the minutes of the regular June 24, 2021 meeting. Roll call resulted in 5 yeas and 1 abstain yeas. Motion carried.

Jill Cox, Winchester Pool Board gave update on the pool. Swim lessons started in July. Whitney Kunz is the swim instructor. She has 4 helpers and 1 lifeguard on duty during the lessons. They were held Monday thru Thursday with Friday used as a make-up day if needed. They had 43 sign-ups with 35-40 attending each day. Lucy Phelps, Manager, states there has been good attendance especially on the days of 90+ degrees. There was one day that they met capacity and had to ask some to come back at a later time. There has also been good season pass sales as well.

Molly Traw donated a freezer for the summer to allow the concession stand to have more ice cream on hand and not have to make so many trips for supplies. There is an issue with the toilet in the family bathroom that has to be checked into. Doyle Plumbing will be coming to check that soon. Jill also stated was waiting on a pool vacuum that John Simmons is taking care of. The only real complaint has been not enough lounge chairs. This is something they can look into for next summer. City employees did set benches around the outside along the fence so people could sit and watch.

Jill requested that the council approve that Whitney Kunz be paid \$12.00 per hour as swim instructor. The 4 helpers will be paid their hourly rate. This is contractual and no withholding will be taken out for those hours. They will be submitting separate time sheets for swim lessons.

MOTION: Bill Jacquot moved, and Terry Gregory seconded to pay Whitney Kunz \$12.00 per hour as swim instructor and the 4 helpers' regular hourly rate as contractual employees. Roll call resulted in all yeas. Motion carried.

Greg Hillis, Benton & Associates presented bill for Trotter. He advised to pay the amount of \$38,926.62 to Trotter for the work that is 100% completed. He recommended to hold the remaining \$39,966.72 until all items on the checklist that are still outstanding are completed. This will ensure if they do not complete it the city will have that money to have it completed by someone else if needed. Once all that is completed then IDNR can release the grant money.

MOTION: Bill Jacquot moved, and Terry Gregory seconded to approve the payment to Trotter for the amount of \$38,926.62. Roll call resulted in all yeas. Motion carried.

Benton & Associates has submitted digital copies of the library to IHPA for review and they have been approved. Benton & Associates has created an alternate bid to go along with the original bid. They did this at their cost as they want to offer an alternate bid due to the rising cost of materials due to COVID-19. He asked the councils permission to present both for bidding. Council approved. This will take place 08-19-2021 at 2 p.m. at City Hall.

Water samples have been taken for the North West Sewer project (Coultas Property). Samples were taken on 06-29-2021 from several areas in town. This is to show how properties with sewer systems have less contamination than the parts of town that do not. Samples show E. coli and Feces particles present. They are in higher ranges in the parts that do not have sewer access. This will help show the need for the grant when it is time to resubmit the application. Benton & Associates will take care of the application when it is available.

Caleb Handy, Police Chief passed out his monthly report. His report is as follows: Animal complaints – 3; Arrests – 3; Assist EMS – 6; Assist Fire Department – 2; Attempt to Locate(Warrants) – 3; Burglary – 3; Building Alarm – 2; Clear Roadway (obstructions) - 2; Domestic disturbance – 3; Found Property Returned – 2; Golf cart inspection – 1; Juvenile - 1; Paper Service – 7; Property damage – 1; Property exchange – 3; Speak to officer – 11; Suspicious Person – 4; Suspicious vehicle – 3; Theft – 1; Traffic accident – 2; Traffic Control – 4; Traffic stops – citation -1; Traffic stops – verbal warning – 10; Vehicle Theft – 1; Well-being checks – 1. Mileage for the month is 1891 miles.

Update on the new police truck is that it should be done being built around 07-13-2021. Should arrive mid-August. The marked police car is still waiting to be fixed. In the mean time they are using the Chiefs car. It was stated would be safe to drive in town but didn't want to take chances.

He is in the process of creating a mileage and condition report to be completed on all vehicles and also a monthly checklist. He hopes that this will aid in upkeep of the police vehicles.

Chase Burk will be taking the physical test this month and will start the Academy in August.

Chief Handy requested to have a meeting with the personnel committee soon.

Chief Handy has been working with Attorney Coonrod in creating a new and digital Policy Book.

Mayor McIntire stated that they are working with Illinois Rural Electric on internet access so cameras and motions lights can be installed in the park to monitor the playground areas. This will cut down on vandalism and crime.

Wanda Cody, City treasurer requested a motion to remove retire Police Chief George Lindsey and add new Police Chief Caleb Handy to all banking documents and credit/debit cards for the police department.

MOTION: Terry Gregory moved, and Ron Bell seconded to approve to remove George Lindsey (retired Police Chief) from all banking documents and credit/debit cards for the Police Department and add Caleb Handy (new Police Chief 10/2020). Roll call resulted in all yeas. Motion carried.

Wanda passed out the new payable sheet from QuickBooks to be reviewed.

An account was found that is with the Farmers State Bank. It is an interest-bearing account that has \$11,779 and with research it was discovered this is an old general fund account.

Wanda asked for overtime approval for Amanda Howerton to be able to assist in getting all the information entered in QuickBooks. This was approved.

John Simmons, Supt of Public Works report as follows: Monthly brush pick-up; Meter reading June 28th - July 1st; 21 Locates; Fix leak in pool, Ed Doyle; Empty water shed \$410.25; Installed new sidewalks at Monument Park; Violation notices; Monthly odorant test; Monthly odorant reading; C.G .I. Calibration; Ordered pool vacuum; Landscaping work at pool and park; Disconnect notices; 4 gas meters replaced; 4 water gas meters replaced; 35 work orders; 4 grave openings; Water leaks; Poured concrete; Installed flag at pool; Mowing, shredding and spraying by Randy Ford; Clean up parking lot at pool; City wide clean up; Clean up and patched the square; Wash all trucks; Exercise water valves; Put flags up for 4th of July; Drain lagoons from too much rain; Clean up storm damage; Put root treatment in sewers; Put benches around pool for seating; Gas Leaks.

Simmons has submitted a change to the Gas ordinance. Ordinance 918 revises the gas ordinance to allow non rigid piping to be used if installed by a professional.

MOTION: Ron Bell moved, and Jeff Pittman second to approve Ordinance 918. Roll call resulted in all yeas. Motion carried.

There is an Association Water Conference September 15-17 in Taylorville. John would like to send Trevor Cawthon and Jim Dobson. Fee is \$225.00 per person.

MOTION: Ron Bell moved, and Terry Gregory second to approve sending Jim Dobson and Trevor Cawthon to conference at \$225.00 per person. Roll call resulted in all yeas. Motion carried.

There have been many complaints of low hanging trees on South Main Street and several in Monument Park. Danny Powell submitted a bid for trimming and clean up. 7 trees in Monument Park \$1400.00 and \$1000.00 for Lower Alsey Rd (South Main).

MOTION: Terry Gregory moved, and Sandy Long second to approve tree trimming bid from Danny Powell for total of \$2400.00. Roll call resulted in all yeas. Motion carried.

Mayor Rex McIntire introduced Wayne Brown from the Pike/Scott Farm Bureau. They are celebrating the 100th Anniversary July 22, 2021 on the square. They will be sponsoring Music on the square and supplying a free supper to all who come. They will have 100 years of memorabilia in the city council room. Mayor McIntire read a resolution naming July 22 Farm Bureau Day.

MOTION: Lawrence Coultas moved, and Ron Bell seconded to approve City Resolution for Farm Bureau Day for 100 years. Roll call resulted in all yeas. Motion carried.

Mayor McIntire wanted to discuss the rise in gas prices that are affecting Rick Willis and Turf Works and if the council would like to give some sort of increase. It was agreed that both have done great job. It was proposed to give a one-time good performance payment for Rick Willis \$750.00 and Turf Works \$125.00

MOTION: Lawrence Coultas moved, and Jeff Pittman seconded to approve good performance bonus as one-time payment to Rick Willis \$750.00 Roll call resulted in 5 yeas and 1 abstain. Motion carried.

MOTION: Lawrence Coultas moved, and Jeff Pittman seconded to approve good performance bonus as one-time payment to Turf Works \$125.00 Roll call resulted in 5 yeas and 1 abstain. Motion carried.

Invoice has been received from Tipsord's for the second load of kiddie cushion for the park. It was decided to table till next month and will discuss with RJ Paslay to see what amount they are paying out of the playground memorial fund before deciding on what city will agree to pay.

Letter from the Community Outreach Center was received and read advising of the annual Back to School Bash in August. It was decided to donate again this year as it is a good event that supports the community.

MOTION: Ron Bell moved, and Terry Gregory seconded to approve a \$100.00 donation to the Community Outreach Back to School Bash. Roll call resulted in all yeas. Motion carried.

Mayor McIntire spoke with Mike Hurrelbrink about the Domain for the city computers. It is being switched to a location in Springfield Illinois. This is to help ensure safety of information and operations due to the new ransomware that has been happening that can hold an entity for ransom and lock the city out of the computers and operation of the town.

The Scott County Health Department is incorporating "CodeRED" this is a notification system that will provide alerts and updates during emergency events. All citizens and businesses are encouraged to register. This is like the alertify system that Lawrence Coultas had mentioned the city might look into. Coultas will contact the Health Department and see if there is a way that they would be able to allow the city to have emergency notifications sent thru the CodeRED system also. It was discussed that even if we had to pay a fee to have them alert our city customers it might be worth the fee.

John Paul Coonrod; City Attorney announced the dates of the IML Annual Seminar. This will be held in Chicago at the Hilton September 23-25, 2021. It is highly recommended for anyone that can attend to sign up. Would be good to sign up early to be able to stay at the Hilton so can be right there. It was stated that Thursday is really not a day that would need to be attended and that Friday and Saturday would be the most important days.

MOTION: Ron Bell moved, and Terry Gregory seconded to pay admission fee and travel expenses up to the maximum for anyone that wishes to attend the IML Annual Seminar. Roll call resulted in all yeas. Motion carried.

Coonrod advised that he had been working with police chief Caleb Handy on amendments to the Police handbook.

City Clerk Teri Little nominated Amanda Howerton to Deputy Clerk. With this nomination it was also approved a \$1.00 per hour raise for all her dedication and hard work the past few months.

MOTION: Ron Bell moved, and Jeff Pittman seconded to approve nomination of Amanda Howerton as Deputy Clerk and \$1.00 raise per hour. Roll call resulted in all yeas. Motion carried.

Annual Tax Appropriations Ordinance 919 for Fiscal year 2021-2022 fir the City of Winchester was distributed.

MOTION: Lawrence Coultas moved, and Jeff Pittman second to approve Ordinance 919. Roll call resulted in all yeas. Motion carried.

Annual Routine and Anticipated Purchases for Fiscal Year 2021-2022 Ordinance 920 was distributed for approval.

MOTION: Terry Gregory moved, and Ron Bell second to approve Ordinance 920. Roll call resulted in all yeas. Motion carried.

Coonrod gave update on Municipal Court cases. Two citations have been served and 2 have not. There have been three cases dismissed as they have met the required terms. Six are still outstanding.

The Library Board met and they voted Roger Pratt to fill Rev. Robyn Lyons position on the Library Board as she will be moving out of the area.

ALDERMEN REPORTS:

Lawrence Coultas reported that the purchasing committee and Chief Handy met and decided at this time they were not going to purchase a second police car.

Zenner provided a bid on the water/sewer meters. Core & Main will be coming back to town to provide a bid as well on the same system. The council will review both bids to determine which plan would be the best for the city.

Bill Jacquot advised that the cemetery committee met at the cemetery and marked 42 graves to restore. Terry Gregory will list all of these out and provide to Amanda to send out for bids as city workers just don't have the extra time to work on these.

Sandy Long gave update on the Open House. It will be July 17th from 10-1. Will serve cookies and water. Requested volunteers to assist in the tour. Caryl McIntire will hand out the refreshments.

Jeff Pittman has no update at this time on the 2 homes that the city is wanting to condemn. The Howland home still is in a bad state. Family has been contacted to try and get a resolution or to see if it can be sold. There is an interested party in the house on Cherry Street. Jamie Barber was at the meeting stating he would like to buy the property if the opportunity arises as he has the adjacent property to the West. Mayor McIntire requested that Coonrod look into who owns the Cherry St property and see what we can do to condemn the property.

Pittman gave building update. Peters completed the air-condition installation.


Coad window cleaning came and gave estimate for cleaning inside and outside. For both it would be \$300.00 if we had them also clean the vented windows above the doors. For outside only \$150.00. It was discussed to have them do both inside and outside (minus the vented glass) initially and then outside once a month. Will leave to Amanda to let council know if the inside needs it. Will try to get them to come prior to the open house to clean them initially.

MOTION: Jeff Pittman moved, and Sandy Long second to approve Coad Window Cleaning outside once a month and inside as needed. Inside and outside done initially. Roll call resulted in all yeas. Motion carried.

Scrap metal that was taken from the old air conditioners and cashed in will be used toward the Christmas party funds. A spot has been requested at the lagoons to compile scrap metal to have turned in for additional funds. Jeff stated that if anyone has anything to let him know and he can pick it up.

No public comments.

MOTION: Lawrence Coultas moved, and Bill Jacquot second to move to adjourn. Roll call resulted in all yeas. Motion carried.



Rex McIntire, Mayor



Teri Little, City Clerk