

**CITY OF WASHINGTON
WASHINGTON, ILLINOIS**

TO: Mayor Manier and City Council
FROM: Finance & Personnel Committee
DATE: May 16, 2019
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on
Monday, April 15, 2019

The meeting was called to order by Alderman Cobb at 4:30 p.m.

Present: Mayor Manier, Alderman Cobb

Absent: Chairman Brucks

Also Present: City Administrator Forsythe, Controller Baxter, Treasurer Dingleline, Planning and Development Director Oliphant, Tom Brecklin, Fire Chief Traver

AGENDA

1. Non-member Aldermen wishing to be heard on a non-agenda item – None.
2. Citizens wishing to be heard on a non-agenda item – None.
3. Approval of minutes

Mayor Manier made a motion and Alderman Cobb seconded to approve the March 18, 2019 regular session minutes. Motion carried.

4. Business Items

A. TIF Subsidy Request: Brecklin's Service Center

Planning and Development Director Oliphant reviewed a request from Tom Brecklin of Brecklin's Service Center. The request is for funding assistance to re-roof approximately 2,100 square feet of the building, including the maintenance shop. A quote has been submitted in the amount of \$6,945 and a base 20-percent subsidy has been provided for these types of projects in the past, plus an additional 10-percent could be considered for ongoing investment.

Following discussion, Manier made a motion, seconded by Cobb in support of a 30% subsidy, not-to-exceed \$2,083.50 to be made in a single payment prior to the expiration of the TIF. Motion approved by unanimous consent.

B. Write Off Uncollectible Accounts

Controller Baxter provided a listing of accounts receivable being recommended for write-off as of April 30, 2019. It will be the second write-off for the fiscal year and totals \$949.14. This amount compares favorably to historical write-offs and is approximately 1/3 of the total written off in the previous year at this time. Monthly billing has been a factor in reducing the amount of the bill so that the deposit covers the final bill the majority of the time.

Following discussion, Manier made a motion, seconded by Cobb to recommend the City Council approve write-off of the accounts. Motion carried by unanimous consent.

5. Other Business – None.
6. There being no further business to come before the Committee, the meeting was adjourned at 4:36 p.m.