

**CITY OF WASHINGTON  
WASHINGTON, ILLINOIS**

TO: Mayor Manier and City Council  
FROM: Finance & Personnel Committee  
DATE: July 12, 2019  
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on  
Monday, June 17, 2019

The meeting was called to order by Mayor Manier at 4:32 p.m.

Present: Mayor Manier, Alderman Cobb

Absent: Alderman Yoder

Also Present: City Administrator Forsythe, Controller Baxter, Treasurer Dingledine, Planning & Development Director Oliphant

**AGENDA**

1. Non-member Aldermen wishing to be heard on a non-agenda item – Alderman Stevens asked a question about the disposition of the old City Administrator car and was told that it was repurposed to the Police Department to be used as a DARE vehicle.
2. Citizens wishing to be heard on a non-agenda item – None.
3. Approval of minutes

Alderman Cobb made a motion and Mayor Manier seconded to approve the May 20, 2019 regular session minutes. Motion carried.

4. Business Items

A. TIF Subsidy Request – Jeff Woods – 108-112 N. Main Street

A TIF subsidy request from Jeff Woods for his property at 108-112 N. Main Street was reviewed. The request was for assistance in removing and possibly replacing an awning that may be contributing to water issues.

Following discussion, Cobb made a motion, seconded by Manier to recommend the following to be included in a redevelopment agreement:

- Removal of awning – 20% subsidy in one payment NTE \$1,030
- Replacement of awning – 20% subsidy plus 10% additional for historical appropriateness in one payment NTE \$3,000

Motion carried by unanimous consent.

## B. Lindy's Retaining Wall Payment Modification

Planning and Development Director Oliphant reviewed a cost modification to the Lindy's wall repair. The repair had been approved by the City Council at a NTE amount of \$45,000. Additional issues were encountered when doing the repair and thus the contract was exceeded by a total of \$7,400.24. Lindy's agreed to pay half of the overage and is asking the City to contribute the remaining balance of \$3,700.12.

Following discussion, Cobb made a motion and Manier seconded to approve the additional expense of \$3,700.12 which will be paid by the TIF Fund. Motion carried by unanimous consent.

## C. Accounting System Update

Controller Baxter gave an update about the search for a new accounting system. She shared the following timetable with the Committee:

<b>Preliminary Timetable for New Accounting System</b>	
Online demos for staff	May thru July 2019
Request for Proposals Distributed	June 26, 2019
Questions due from proposers	July 5, 2019
Responses to questions due	July 16, 2019
Request for Proposals due	July 31, 2019
Review of RFP responses – Committee of the Whole	August 12, 2019
Approval by City Council	August 19, 2019
Audit	August 19 – 30, 2019
Conversion/Training begin	September 3, 2019

## 5. Other Business

- Status of Employee Handbook – City Administrator Forsythe is reviewing everything that has been done thus far and determining the best course of action.
- Pay off of Washington 223 loan – City Treasurer Dingleline brought up the issue of the outstanding loan on Washington 223. The intention of the Council has always been to pay off that loan once the properties have been sold. The Tarvin property is due to close next week and thus all the properties, including Blumenshine, Hawk Detention Basin and Constitution that were for sale – have all been sold. There are reserves on hand to pay the debt off early, thus saving interest and if additional funds are needed for capital projects – a new loan could be issued that would qualify as tax-exempt. The Finance and Personnel Committee agreed and directed staff to proceed.

6. There being no further business to come before the Committee, the meeting was adjourned at 4:52 p.m.