

**CITY OF WASHINGTON  
WASHINGTON, ILLINOIS**

**DRAFT**

TO: Mayor Manier and City Council  
FROM: Finance & Personnel Committee  
DATE: August 13, 2019  
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on Monday, July 15, 2019

The meeting was called to order by Mayor Manier at 4:33 p.m.

Present: Mayor Manier, Alderman Cobb, Alderman Yoder

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

**AGENDA**

1. Non-member Aldermen wishing to be heard on a non-agenda item – Alderman Stevens questioned the process on the payoff of the Washington 223 loan and the fact that the action didn't go in front of the City Council for approval. Staff explained the thought process behind the actions taken as well as the precedent on similar actions. Stevens also questioned the wording of the minutes of the meeting in which the Finance & Personnel Committee discussed the payoff of the loan.
2. Citizens wishing to be heard on a non-agenda item – None.
3. Approval of minutes

Alderman Yoder made a motion and Alderman Cobb seconded to approve the June 17, 2019 regular session minutes. Motion carried.

4. Business Items

A. TIF Subsidy Request – Jeff Pohl – 140 Walnut Street

A TIF subsidy request from Jeff Pohl for his property at 140 Washington Square was reviewed. The request was for assistance to install an exterior door to allow access from Walnut Street. Mr. Pohl submitted a quote of \$5,230 for the project.

Following discussion, Cobb made a motion, seconded by Yoder to recommend the City Council approve a 20% base subsidy plus an additional 10% for improving accessibility to the building for a total NTE subsidy of \$1,569 paid in a single installment prior to the current expiration of the TIF in 2021. Motion carried.

B. Temporary Employment Agency Options

City Administrator Forsythe indicated that in his time with the City, he has noted a significant and immediate need for administrative support at City Hall. Currently, the City Administrator and Department Heads are doing many administrative tasks which has an adverse effect on the ability to complete management level projects on a timely basis. He suggests considering a temp agency who could provide an administrative employee thus saving on pension, payroll taxes and benefits while giving Staff the time to evaluate exactly what positions are needed.

Following discussion, Cobb made a motion, seconded by Yoder in support of the plan and directed Staff to proceed and investigate further. Motion carried.

C. Ally Water Meter Update

An update was given on the Ally water meter program. This issue has been discussed by various committees and Staff requested direction on how to proceed. Currently the City has 37 meters that can be placed that have remote shutoff capabilities. The recommendation is to allow landlords who have properties without separate shutoffs to purchase these meters and pay \$300 – the difference between the standard cost of a meter (\$150) and the Ally meter (\$450) – thus satisfying the requirements for a separate shutoff and limiting liability for tenants who don't pay. If the landlord chooses not to exercise this option, he/she would still have liability for tenant's accounts that are uncollected.

Following discussion, Cobb made a motion, seconded by Yoder in support of the Staff recommendation and directed Staff to take to Committee of the Whole. Motion carried.

5. Other Business – None.
6. Executive Session – At 5:05 p.m. the Committee convened in Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body per 5 ILCS 120/2 (c)(1) of the Illinois Open Meetings Act.
7. The meeting reconvened in open session at 5:23 and there being no further business, the meeting was adjourned at 5:23 p.m.