

City of Washington
Finance & Personnel Committee
Monday, November 18, 2019 – **Minutes**

CITY HALL CONFERENCE ROOM
301 WALNUT STREET

The meeting was called to order by Mayor Manier at 4:30 p.m.

Present: Mayor Gary Manier, Aldermen Daniel Cobb, Alderman Todd Yoder

Also Present: Controller Joanie Baxter, Treasurer Ellen Dingledine, City Administrator Ray Forsythe, Planning & Development Director Jon Oliphant, Alderman Lilija Stevens, John and Sharon Amdall, Jeremiah and Kayla Boyd

1. Alderman Wishing to be Heard on Non-Agenda Item: *None.*
2. Citizens Wishing to be Heard on Non-Agenda Item: *None.*
3. Approval of Minutes: *Alderman Cobb motioned to approve the minutes. Alderman Yoder seconded the motion. The minutes from the September 16, 2019, meeting was unanimously approved.*
4. Business Items:
 - A. Write Off Uncollectible Accounts (Joanie) A total of \$1,587.90 for the Water fund and \$2,838.75 for the Sewer Fund includes receivables for final bills that were sent to collection between six and nine months ago and are now being recommended for write-off. This is the first of two write-offs for the fiscal year. The totals also include amounts that are a result of audit findings in which some old receivables were still on the books that need to be written off from prior years. There was a discrepancy on the reports that were being used by Staff to determine the accounts to be sent to collections and thus these slipped through without being written off. There is also a total of \$290.49 to be charged to the Bad Debt Expense. The total budgeted for FY 18-19 is \$4,000 for the Water Fund and \$10,000 for the Sewer Fund. There will be one more write-off before the end of the fiscal year. *Following discussion, Alderman Cobb made a motion to recommend the City Council approve the write-off of uncollectible amounts. Alderman Yoder seconded the motion. Motion carried. The item will be on the Consent Agenda for City Council action.*
 - B. Workers Compensation Renewal (Joanie) The City is in receipt of the 2020 Workers Compensation Insurance renewal proposal from Illinois Public Risk Fund (IPRF) for \$88,244 compared to the 2019 premium of \$88,802. Staff was very impressed with the safety program offered by IPRF and the support and resources available. In accordance with IPRF protocol, a Safety Committee has been created, let by Public Works Manager Kevin Schone. Another benefit provided by IPRF is a safety grant program. The City has been awarded grants totaling \$12,890 for the past three years, including \$6,250 just awarded for 2020. These grants are for safety equipment as well as for the use of Lexipol training products. *Alderman Cobb made a motion to recommend the City Council approve the renewal of the Workers Compensation Insurance Policy with IPRF for \$88,244. Alderman Yoder seconded the motion. Motion carried. The item will be on the Consent Agenda for City Council action.*

- C. TIF Subsidy Request, Jeremiah and Kayla Boyd, 124 Peoria Street (Jon) Jeremiah and Kayla Boyd have submitted an application for TIF assistance to undertake the interior buildout of the unit at 124 Peoria Street. The unit would be utilized for a hair salon business upon completion. Previous renovations were done in 2018-2019 by Dr. Joel Lovell. The Boyds have submitted a quote that totals \$32,010.68. This project would also be eligible to receive a sales tax waiver on any materials permanently incorporated into the real estate because of its location in the Enterprise Zone. Staff recommends a 30 % subsidy for this project and a not-to-exceed amount of \$9,603.20 to be paid in one installment. This would be reimbursed from the TIF fund upon completion of the project and the submittal of the paid invoices. ***Alderman Cobb made a motion to recommend the City Council approve the TIF Subsidy request made by Jeremiah and Kayla Boyd for \$9,603.20. Alderman Yoder seconded the motion. Motion carried. The item will be on the Consent Agenda for City Council action.***
- D. Information Technology Request for Proposals Update (Ray) An RFP was done for IT services. Seven proposals were received. A committee met last week and reviewed the proposals and narrowed the choices down to three firms. Interviews have been scheduled with the hopes of having a new contract in place by January 1st. ***Discussion ensued regarding the process, the RFP, the proposals and the future direction of the IT services.***

5. Other Business: ***None.***

6. Executive Session: ***None needed.***

7. Adjournment: ***Alderman Cobb motioned to adjourn. Alderman Yoder seconded the motion. All approved. Meeting was adjourned at 4:46 pm.***