

City of Washington
Finance & Personnel Committee
Monday, May 18, 2020 – **Minutes**

REMOTE WEB MEETING

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

Present: Chairman Daniel Cobb, Mayor Gary Manier, Alderman Lili Stevens

Also Present: City Administrator Ray Forsythe, Alderman Todd Yoder, Treasurer Ellen Dingledine, Finance Director Joanie Baxter, Planning & Development Director Jon Oliphant, John and Sharon Amdall, and Audrey Miller

AGENDA

1. Non-member Aldermen 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 Stevens motioned to accept the minutes from the April 20, 2020 meeting. Mayor Manier seconded the motion. The minutes as stated were unanimously approved*
4. Business Items:
 - A. Non-Union Employee Pay Plan Structure: City Administrator Forsythe and Finance Director Joanie Baxter reviewed the communication which was a history of the pay plan. On May 1, 1990, the City established a merit-based pay plan which was actually a step plan that included an annual cost-of-living increase. It has been modified over the years and divided into three different categories: semi-skilled, skilled technical, and supervisory. At one point, City Council wanted the department directors removed from the pay plan and they are solely merit-based now. No other employee groups are merit-based. He recommends a compensation classification and staffing study and explained the reasons for the recommendations. Administrator Forsythe also reviewed the Performance Evaluation form which he and Mary Westerfield had been developing. It is currently being utilized for the Department Directors reviews.

Following discussion, the Committee directed Staff to wait until after the COVID-19 90-day period and bring back to Committee of the Whole to discuss a Staffing & Compensation Study after the HR position is hired. The Pay Plan will be on the agenda for approval by the City Council on May 18, 2020.
 - B. Write Off Uncollectible Accounts: Finance Director Baxter reviewed the water and sewer bills that are being recommended for write-off. This is the second of two write-offs for the fiscal year.

Following discussion, Mayor Manier made a motion to recommend the City Council approve the write-off of accounts totaling \$1,296.43 for Water and \$1,500.27 for Sewer for a total of \$2,796.70. Alderman Stevens seconded the motion. Motion carried.

- C. Heider Properties, LLC Redevelopment Agreement Amendment: Planning and Development Director Oliphant reviewed the status of the proposed amendment with Heider Properties, LLC. The amended Heider Properties TIF agreement was approved by Council on May 4. The initial payment (the remaining 2018 EBITDA repayment of \$2,517.50) would be due within 120 days of being allowed to be open without any capacity restrictions or October 1, 2021. The October 1, 2021, date was not discussed at the meeting but has been inserted in case the capacity restrictions continue for the next 16+ months. That date was selected because the TIF is currently scheduled to expire at the end of 2021. The other two payments of \$8,231 apiece (both for the 2019 penalty) have been moved back accordingly by 90 days each, so that the first of those would be due within 150 days of being allowed to be open without any capacity restrictions (or October 1, 2021) and second would be due by 270 days after those same parameters. The payment of the 2019 EBITDA (if applicable) would also be moved back by 90 days, so that it would now be due within 150 days of being allowed to be open without any capacity restrictions or October 1, 2021. The fiscal impact would be the City receiving a total of \$18,979.50 paid to the TIF fund in three installments by October 1, 2021. Future EBITDA payments for 2019, 2020, and 2021 would also be paid the TIF fund if there is positive Adjusted EBITDA for any of those years.

Alderman Stevens asked about what would happen if they sold the property. Director Oliphant explained it would transfer to the new owner. This item will be taken to the City Council for further discussion and consideration.

5. Other Business:

- Finance Director Baxter – The Property and Liability Insurance Policy renews on July 1st. Director Baxter asked for a renewal proposal from Dennis Hermann which should be received soon. It will need to be approved by Council before July 1st. Since this is the last Finance & Personnel Committee meeting in May, would the Committee be agreeable to approving the proposal at the June meeting which would be the same night as the City Council meeting or would the Committee prefer a Special meeting. **Chairman Cobb stated he was agreeable to receiving it at the June meeting.**
- Treasurer Dingledine read in the Illinois Municipal League review that there is a new mandate for sexual harassment prevention training. There are two parts. One is a mandated training that must be completed by 12/31/2020 and the other is an annual training requirement. In addition to this, there is a requirement that the Council adopt a model policy or resolution. Sample language is provided through the IML. She can coordinate getting the information to Director Baxter and Administrator Forsythe. The Illinois Department of Human Rights is required to develop the training. There are penalties for non-compliance. Director Baxter stated the City does have a policy and they will pull it to see if it can be amended and have the new language and items added.
- Alderman Stevens asked if this committee sees any performance evaluations from any staff. Administrator Forsythe explained the Council would only see his and the one for the Chief of Police. The other evaluations would go through Administrator. Alderman Stevens asked when these would take place. Administrator Forsythe stated the

Department Directors reviews are due to him at the end of May. Mayor Manier stated he has received all the reviews from the Aldermen but has concerns regarding the security of the Executive meetings so that concern is being reviewed and addressed. The evaluation results will be compiled and sent to everyone with the comments. Similar to what was sent last year. Chairman Cobb and Alderman Stephens agreed that the evaluations should not be discussed until the Zoom meetings are over.

6. Adjournment: *Mayor Manier motioned to adjourn. Alderman Cobb seconded the motion. Meeting was adjourned at 5:09 pm.*