

City of Washington
Finance & Personnel Committee
Five Points Banquet Room
Monday, July 20, 2020 – **Minutes**

The meeting was called to order by Chairman Daniel Cobb at 4:31 p.m.

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

Also Present: City Administrator Ray Forsythe, Finance Director Joanie Baxter, Planning & Development Director Jon Oliphant, Jim Bremner from Washington Township and Ellen Dingleline, Treasurer.

Alderman Brett Adams was present via ZOOM audio.

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. ***Alderman Stevens motioned to approve minutes from the June 15, 2020 meeting. Mayor Manier seconded the motion. The minutes as stated were unanimously approved.***
4. Business Items:
 - A. **Senior Transportation Plan – Washington Township (Tazewell County) Initiative – Jim Bremner:** Jim Bremner, Township Supervisor handed out a flier explaining a program the Township is starting to supplement the senior transportation needs for those mobile residents 55 years and older. All costs will be paid for by the Township. We Care, Agency on Aging, Peoria CitiLink currently provide services. This program would supplement these programs and is expected to begin in September. ***Alderman Stevens supports the program and indicated that she feels that there is a need. Alderman Cobb mentioned that the City has looked at this in the past and appreciates the program. Mayor Manier also indicated support. City Administrator Forsythe indicated that the Township is not seeking funds from the City at this time but may do so in the future if the need is greater than the funding available.***
 - B. **Temporary Admin Services – Pat Brown:** City Administrator Forsythe indicated that recently retired City Clerk Pat Brown has agreed to provide temporary administrative services to the new City Clerk to continue training and also complete some historical filing and storage organization. The cost of the assistance is \$2,160.00 with up to 80 hours of work over 7 weeks. ***Alderman Cobb asked if this was enough time and funds to complete the training. City Administrator Forsythe indicated that this is what Mrs. Brown indicated would be sufficient, but he would monitor the progress and come back to the Finance & Personnel Committee should more time be necessary. Alderman Stevens indicated her support. Mayor Manier made a motion to approve the request and move it forward to the City Council. Chairman Cobb seconded the motion. All Approved.***

- C. Revenue Tracking Report: Finance Director Joanie Baxter reviewed the Revenue Tracking Report which includes all of the revenue for the Fiscal Year. Sales Tax and Home Rule Sales Tax were up over the prior year and up over the budget. Local Use Taxes were also up from the year before and up for the fiscal year. Income Tax, as anticipated, was down for the month and year. This is primarily due to the State extending the due date for payments to July. Telecommunications Tax continues to trend downward. As expected, the fund came in \$16,330 under budget. Personal Property Replacement Tax was down for the month however ended the year over budget. This revenue source is often targeted by the State, therefore staff budgets conservatively. Other funds were discussed including MFT, Sewer and Water Fees but are not part of the COVID Response Plan. ***Mayor Manier indicated that the sales tax figures were positive due to the fact that the car dealerships were severely restricted during the initial state stay at home order. Alderman Stevens asked for clarification on sales taxes received on car sales and services.***
- D. HR and Administrative Assistant Update: City Administrator Forsythe indicated that both positions had been advertised and the HR Specialist candidates were narrowed to 7 and electronic interview questions were emailed to those and interviews were expected Thursday and Friday. Over 50 applicants for the Administrative Assistant position have been received with high quality candidates. City Administrator Forsythe indicated that the positions have been budgeted ***Alderman Cobb indicated his support for the positions. Alderman Stevens asked for clarification on the full-time/part-time status of the positions and the current Administrative Assistant. Forsythe indicated that the HR position is part time with the Administrative Assistant being full time. The current temporary Assistant has reduced her hours to part time during the COVID response. This item is included in the COVID Response Plan where staff is seeking the funds to be released to hire staff. The Committee supported the request and it is on the City Council Agenda this evening.***
- E. Washington Area Community Center Annual Payment Update: City Administrator Forsythe indicated that Sherril West in March requested a deferral of the annual payment. The City Council granted the deferral until such time as the Governor lifted the Stay at Home Order and the facility opens to the public. Forsythe, indicated that the Board was meeting next week to discuss the payment. Forsythe asked that a more formal update would be made once the Board has their meeting and a decision is made. Administrator Forsythe added that the IML document has been very helpful in reviewing the budget and projections and working towards the 90-day COVID recovery plan. Staff will need to continue to monitor the budget due to the projections. ***Alderman Stevens stated that the funds were due prior to the Order and hoped that the payment would be made. Mayor Manier indicated that Five Points has had reduced revenue due to the restrictions on meetings. This item will appear on the August 3 Council Meeting Agenda.***
- F. Brunks TIF Consideration: Planning & Development Director Oliphant summarized the request. He indicated that the bricks on the front of the building are falling and causing a safety concern. He indicated that two quotes for the repairs have been received and it is recommended that Staff would recommend the City enter into a TIF Redevelopment Agreement for the repairs which is on the Council Agenda this evening. The Agreement includes only the brick repair. Signage, electrical updates and window replacement would be done by the building owner separately. ***Alderman Stevens indicated her support for the project. Alderman Cobb and Mayor Manier concurred. It was noted that the work would begin as soon as possible with the sidewalk being barricaded for***

safety. Alderman Cobb made a motion to approve the request and move it forward to the City Council. Alderman Stevens seconded the motion. All Approved.

- G. Annexation of Enclaves: Planning & Development Director Oliphant indicated that State Statute allows cities to initiate annexation if certain criteria are met. Washington has 119 properties which meet this criterion. A map and spreadsheet were included in the Agenda indicating the properties and the financial impact to annexation, including the savings by utilizing the PDC contract for waste hauling. Other benefits including Police protection were mentioned. Staff is requesting input from the Committee and direction on moving forward. Administrator Forsythe indicated that the City received many calls from nonresidents seeking the benefit of the PDC contract and others indicating slow response time from the Sheriff's office. Forsythe indicated that staff recommends the City consider the annexation. *Mayor Manier suggested that it be a voluntary process and that it should be posed to the residents and not treated as a forced process. There was discussion on a referendum. Alderman Stevens questioned the initiative and stated that there was a lot of work put into the analysis. She also indicated that her husband, when he was the Superintendent was interested in annexation and Mr. Oliphant indicated that that property is not completely surrounded by the City and a City initiated annexation is not possible. There was other discussion on utilities and services provided once annexed. Alderman Stevens is interested in seeking resident input. Alderman Cobb would like to get resident input before any City initiates annexation. Oliphant indicated that there is a cost savings by multiple properties coming into the City at the same time. Staff will seek input from the residents to gauge their interest in annexation.*

- H. Freedom Parkway Property Development Assistance Consideration Update: Planning & Development Director Oliphant indicated that the development at Cummings and the future Freedom Parkway intersection was close to coming together. The existing Washington business looking to relocated their operations there have requested additional incentives from the City to move the project forward. Oliphant indicated that they are doing well in spite of COVID. The City Council had previously indicated support of up to three years of sales tax sharing of up to \$20,000/year after a minimum of \$50,000 in Home Rule Sales Tax is received. Oliphant suggested extending the agreement out to 10 years. *Alderman Stevens indicated she trusted staff's judgement. Treasurer Dingledine suggested it be negotiated with fewer years. Alderman Cobb recommended continued negotiations as this is a key development for the City.*

5. Other Business:

- Mayor Manier asked about refunds to the petitioners who are seeking a Special Use Permit to allow Chickens, depending on the outcome of the Council Meeting this evening.
- City Administrator Forsythe indicated that there have been a few emails from residents and non-residents regarding information on the Website related to the founders of Washington. He indicated that the City Clerk amended the information and follow up emails have been received seeking further changes. In addition, a request to change the name Washington due to the historic information now known about George Washington. Forsythe indicated that staff would work with the Historical Society on the information and make sure that it is accurate and sensitive to the current environment.
- Alderman Stevens asked about the contract with Jimax Landscaping and questioned the work the Public Works crews do vs the work the contract provides.

She wanted to bring it to the attention of the Committee to make sure the funds are being used adequately. Director Oliphant indicated that this issue needs to be addressed in the next budget as there is likely not enough time being put into the work needed.

6. Adjournment: ***Mayor Manier motioned to adjourn. Alderman Cobb seconded the motion. All approved. Meeting was adjourned at 5:29 pm.***