

**CITY OF WASHINGTON
WASHINGTON, ILLINOIS**

TO: Mayor Manier and City Council
FROM: Finance & Personnel Committee
DATE: November 16, 2018
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on Monday,
September 17, 2018

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

Present: Chairman Brucks, Mayor Manier, Alderman Cobb

Also Present: Controller Baxter, Treasurer Dingleline, City Engineer Andrews, Planning & Development Director Oliphant, Alderman Brownfield, Alderman Gee, Chief McCoy, Deputy Chief Stevens

AGENDA

1. Non-member Alderman wishing to be heard on a non-agenda item – None.
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 August 20, 2018 regular session minutes. Motion carried.

4. Business Items

A. Lindy's TIF Request, Retaining Wall

A request was made for TIF assistance in repairing and reconstructing the retaining wall that borders Lindy's and US Business Rte. 24. Mayor Manier indicated this was a life safety issue and he was in support. Three quotes were received by the owner with the low quote from Illinois Civil Contractors, Inc. Following discussion, Manier made a motion, seconded by Cobb to approve the project be paid out of TIF funds not to exceed \$45,000. The quote from Illinois Civil Contractors was \$41,495.00 but was a year old. Motion carried.

Another issue in regard to the project is that the parcel between the store and the alley's dedicated right-of-way is only 10 feet wide and a larger amount is needed and as such, the parking lot is used for traffic thoroughfare. Cobb made a motion, seconded by Manier to have a survey done and dedicate additional property as required.

B. City Training Reimbursement Policy Review

The discussion continued on a new training reimbursement policy. The Police Department reported that they reimbursed for 81 training days over the past year approximating \$1,900. The Committee reviewed the costs and benefits of providing the per diem per GSA standards. Baxter indicated that she would create a form that would serve as both an advanced request for training as well as meet the requirements of the Travel Expense Report, thus making the per

diem nontaxable. In response to concerns about “double-dipping”, she indicated that the breakdown by meal would be included on the form along with a statement that any meals provided as part of a conference/hotel stay are required to be subtracted from the per diem either in advance or after returning from training. Following discussion, Cobb made a motion, seconded by Manier to approve the reimbursement based on GSA rates and to have the policy approved via an Administrative Directive with the policy being incorporated into the new Personnel Manual. Motion carried.

C. S. Main Street Storm Sewer TIF Consideration

The S. Main Street Storm Sewer project has been approved by the Public Works Committee. The project is along the section of South Main from the Danforth Alley to Burton Street and a quote from Lonewolf Concrete has been received for \$27,800. Staff requests the use of TIF funds for the project. Following discussion, Cobb made a motion, seconded by Manier to approve the use of TIF funds for the project not to exceed \$27,800 as per the Lonewolf quote. Motion carried.

D. Cell Tower Lease Agreement Buyouts

Oliphant updated the Committee on the status of the discussions with Landmark concerning their offer for buyout of the cell tower leases. He still has some questions due to conflicting statements from Landmark and calculation of the break-even point. Following discussion with concerns voiced by all members, the Committee directed Staff to obtain copies of leases from other communities for review, but not to request legal counsel review at this point,

E. Weekly Disability Income Program

Baxter explained that the City’s current health insurance company, United Health Care does not provide a Weekly Disability Income benefit as offered in the past. The cost of the program has been fairly low, averaging \$1,600 per year over the past 17 years and only \$500 the past five. She recommended that the program continue to be self-funded but administered in-house by City staff. Following discussion, Cobb made a motion, seconded by Manier to continue self-funding the Weekly Disability Program but to administer it in-house. The benefit will be added to the Personnel Manual and future union contracts and be taken out of the Health Insurance Plan. Motion carried.

F. Accounting System Update

Baxter told the Committee that she continues the search for a new accounting system and is in the process of setting up demos with several companies.

G. Personnel Manual Review

Manier suggested that a team approach be used to once again tackle the updating of the Personnel Manual. He designated Cobb to take the lead on this effort. A committee will be formed including elected officials and relevant staff.

5. Other Business – None.

6. There being no further business to come before the Committee, the meeting was adjourned at 5:42 p.m.