

**City of Washington**  
Finance & Personnel Committee  
Five Points Banquet Room  
Monday, August 17, 2020 – **Minutes**

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

Present: Chairman Daniel Cobb and Mayor Gary Manier; Alderman Lili Stevens was present via ZOOM audio.

Also Present: City Administrator Ray Forsythe, Finance Director Joanie Baxter, Human Resource Specialist Alyssa Goodman; Planning & Development Director Jon Oliphant 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. *Mayor Manier motioned to approve minutes from the July 20, 2020 meeting. Alderman Stevens seconded the motion. The minutes as stated were unanimously approved.*
4. Business Items:
  - A. City Hall Updates and Equipment Purchases: Ray Forsythe, City Administrator, indicated that City Hall was remodeled over 10 years ago when the City purchased the building from the Library. The building has offices that are open to the hallway and do not have doors. The contractor who originally remodeled City Hall has submitted a proposal to add doors to the 2 offices and a wall to separate them. In addition, the quote includes a drop off box for utility payments to be installed into the front door. Staff has identified funds in the Building Capital Improvement Fund has been established and could be used to cover these costs. Other proposed purchases include touchless improvements to the restrooms, conference room and other common areas which would include touchless faucets, hand sanitizer stations and paper towel dispensers. Also, requested are electronic equipment to allow staff to work from home if necessary and then equipment to allow the City Council, COW and Committee Meetings to be broadcast via ZOOM. This includes a microphone, camera and sound system. Administrator Forsythe indicated that much of the purchases would be submitted for reimbursement through the CARES Act Grant Program. *Motion by Manier, Seconded by Cobb. Mayor Manier indicated support. Alderman Stevens indicated her support for the improvements and purchases. She then asked how the decision was made for the existing drop off box on Walnut Street was made. Finance Director Baxter indicated that a drive-up solution was sought to replace the drop off on the east door which was up a set of steps. Alderman Cobb supports the remodeling request and suggested that the wall be included at this time so that the offices are private and the cost would be capped if they did the work now vs. at a later date and would provide separation between employees. Chairman Cobb*

***brought up the iPads and indicated that they were old models and do not get updates from Apple because they are no longer supported. Forsythe indicated that Staff would look to include those as well. Charmin Cobb called for the vote and it was approved by all.***

- B. Revenue Projection Update: Finance Director Baxter handed out an updated Finance Report and gave the Committee an overview. ***Alderman Stevens indicated that she couldn't hear the report over the ZOOM and requested the report be emailed to her.***

5. Other Business:

- City Administrator Forsythe introduced Alyssa Goodman, Human Resource Specialist. She provided her background information and indicated that she was a Generalist and has a lot of experience in all aspects of HR. She is working on the Handbook, streamlining the onboarding process, and through a membership in AAIM she will have resources to update our handbook, and begin the process of implementing the required training including Sexual Harassment.
- Chairman Cobb asked for an update on the Annexation of enclaves. Planning & Development Director Oliphant indicated that a letter is drafted to all the property owners in these areas previously discussed as well as a few others adjacent to the City. The letter requests interest in a voluntary annexation and a response is due back to the City on September 4<sup>th</sup>.
- Chairman Cobb thanked Jon for his work on the TIF improvements to Brunks and appreciates the work on the safety improvements.
- Alderman Stevens asked about the status of the Census in Washington. Director Oliphant indicated that we are at 76% response. The Census Bureau has worker(s) canvassing for responses. Alderman Stevens, indicated that other communities are utilizing Facebook and other social media to push responses.

6. Adjournment: ***Mayor Manier motioned to adjourn. Alderman Cobb seconded the motion. All approved. Meeting was adjourned at 4:59 pm.***