

CITY OF WASHINGTON WASHINGTON, ILLINOIS

TO: Mayor Manier and City Council
FROM: Finance & Personnel Committee
DATE: January 8, 2016
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on Monday,
December 7, 2015

The meeting was called to order by Chairman Brucks at 5:30 p.m.

Present: Chairman Brucks, Mayor Manier, Alderman Butler

Also Present: Controller Baxter, Treasurer Dingledine

Public Present: Steve Hullcraz

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 Finance & Personnel Regular Minutes

Alderman Butler made a motion and Mayor Manier seconded to approve the October 5, 2015 regular session minutes. Motion carried.

Alderman Butler made a motion and Mayor Manier seconded to approve the October 12, 2015 regular session minutes. Motion carried.

Alderman Butler made a motion and Mayor Manier seconded to approve the November 9, 2015 regular session minutes. Motion carried.

4. Business Items
 - A. Write-off of Uncollectible Accounts – Controller Baxter reviewed the listing of uncollectible accounts that are being recommended for write-off at this time. Mayor Manier indicated he knew where a couple of the people listed worked. Staff indicated they would follow up with our collection agency to see if permissible to contact a past due customer at a work location. *It was later determined that this was not permissible to contact at a work location.* **Following discussion, on motion by Mayor Manier and second by Alderman Butler, the Finance and Personnel Committee agreed to recommend the City Council approve write-off of the uncollectible accounts.** City Treasurer Dingledine indicated that she also goes over reports and leak adjustments with Mary Westerfield on a quarterly basis. She suggested that in-house write-offs over a certain dollar amount be reviewed by someone other than Westerfield, and possibly consider capping the write-off. Baxter stated that going to monthly billing will help in this regard but policies and procedures for write-offs as well as rental property, inspection, etc. will be reviewed as well.
5. Other Business – None.

There being no further business to come before the Committee, the meeting was adjourned at 5:50 p.m.