

**CITY OF WASHINGTON  
FINANCE & PERSONNEL COMMITTEE  
MONDAY, APRIL 18, 2016  
4:30 P.M.  
CITY HALL CONFERENCE ROOM  
301 WALNUT STREET**

**AGENDA**

- 1. NON-MEMBER ALDERMAN WISHING TO BE HEARD ON NON-AGENDA ITEM**
- 2. CITIZENS WISHING TO BE HEARD ON NON-AGENDA ITEM**
- 3. APPROVAL OF MINUTES – March 21, 2016 regular sessions**
- 4. BUSINESS ITEMS**
  - A. Health Insurance Renewal Update
  - B. Property & Liability Insurance Update
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

**DRAFT**

**CITY OF WASHINGTON  
WASHINGTON, ILLINOIS**

TO: Mayor Manier and City Council  
FROM: Finance & Personnel Committee  
DATE: April 15, 2016  
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on Monday, March 21, 2016

The meeting was called to order by Chairman Brucks at 4:32 p.m.

Present: Chairman Brucks, Alderman Butler

Also Present: City Administrator Culotta, Controller Baxter, Treasurer Dingleline

**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

Chairman Brucks made a motion and Alderman Butler seconded to approve the December 7, 2015 regular session minutes. Motion carried.

Alderman Brucks indicated that there was a correction to the January 4, 2016 minutes as follows:

The last sentence of item A under Business Items – “Square Streetscape Funding Discussion” should be deleted and replaced by the following: *No action was taken by the Committee in regard to this matter at this time.*

Alderman Butler made a motion and Chairman Brucks seconded to approve the January 4, 2016 regular session minutes, as corrected. Motion carried.

4. Business Items

**A. Consideration of services outside scope of Municipal Services Fiber Project**

A request has been made from Clifton Larson Allen for consideration of payment of services outside the scope of the fiber project. Multiple bills have been received that were not paid due to being in excess of the approved amount. Significant discounts have been applied as the project costs were almost double what they were anticipated to be for a variety of reasons. After applying the discounts, a balance of \$4,552.50 still remains on the account for services that were outside the scope of the project as contemplated.

Following discussion, the Committee indicated they had no concerns with the invoice and recommended forwarding to Committee of the Whole for further review.

**B. MTCO Fiber Franchise Agreement Amendment**

City Administrator Culotta indicated that MTCO was requesting a formal change to the language in the fiber franchise agreement to extend the deadline for completing the project. This is necessary due to

delays experienced as a result of the tornado in November 2013. Following discussion, the Finance & Personnel Committee agreed to recommend the deadline be extended from March 15, 2016 to December 31, 2016 for completion of the installation of fiber services throughout Washington.

C. Extension of Audit Services Agreement

The Committee reviewed a proposal for a one year extension to our audit contract with Phillips-Salmi. Phillips-Salmi has been conducting the audit since FY2010 and staff has been very pleased with the services they have provided. The contract fees have remained unchanged at \$25,600 (\$28,000 if a single audit is required) during this time period. Baxter indicated that there is some potential legislation that could mandate rotation of auditors and thus staff felt it was best to only request a one year contract at this time. Following discussion, Butler made a motion, seconded by Brucks to recommend approval of a one year contract for audit services and to take steps to fully bid out the services next year for a multi-year contract. Motion carried.

Mayor Manier arrived at the meeting at 5:20 p.m.

D. Health Insurance Renewal

Baxter asked the Committee for direction in regard to the health insurance renewal for the coming plan year effective July 1, 2016. The Committee indicated staff should look at what options may be available in regards to a broker relationship.

E. Property & Liability Insurance Renewal

Baxter asked the Committee for direction in regard to the property and liability insurance renewal for the coming plan year effective July 1, 2016, specifically if an open bid was desired. Following discussion, Manier made a motion, seconded by Butler to direct Alexander-Murray to shop the market and provide a proposal and to take the necessary steps to fully bid out the insurance renewal next year. Motion carried.

5. Other Business – None.
6. Executive Session – At 5:20 p.m. the Committee convened in Executive Session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body per 5 ILCS 120/2(c)(1) of the Illinois Open Meetings Act.
7. At 6:11 p.m. the Committee reconvened in regular session and there being no further business the meeting was adjourned at 6:12 p.m.