

**CITY OF WASHINGTON
FINANCE & PERSONNEL COMMITTEE
MONDAY, SEPTEMBER 19, 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** – June 20, 2016 regular meeting; August 1, 2016 special meeting & executive session
- 4. BUSINESS ITEMS**
 - A. Personal Protection Equipment
- 5. OTHER BUSINESS**
- 6. EXECUTIVE SESSION** – for the setting of a price for sale or lease of property owned by the public body per 5 ILCS 120/2 (c)(6) and for litigation when the public body finds that an action is probable or imminent per 5 ILCS 120/2 (c)(11) of the Illinois Open Meetings Act.
- 7. ADJOURNMENT**

**CITY OF WASHINGTON
WASHINGTON, ILLINOIS**

TO: Mayor Manier and City Council
FROM: Finance & Personnel Committee
DATE: August 12, 2016
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on Monday, June 20, 2016

The meeting was called to order by Chairman Moss at 4:45 p.m.

Present: Chairman Moss, Mayor Manier

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

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

Mayor Manier made a motion and Alderman Moss seconded to approve the May 16, 2016 regular session minutes. Motion carried.

Alderman Moss made a motion and Mayor Manier seconded to approve the May 16, 2016 executive session minutes. Motion carried.

4. Business Items

A. Investment Update

Recent transactions related to investments were reviewed by Treasurer Dingleline. To take advantage of better interest rates, A total of \$14.1 million has been moved to higher earning accounts at Morton Community Bank (\$11.8 million), Ipava State Bank (\$1.0 million), Washington State Bank (\$1.2 million) and South Side Bank (\$100,000).

B. Code Amendment: Liens

City Administrator Culotta indicated that the Code would need to be amended to allow for liens on property in the event that Hotel/Motel tax is not paid. A lawsuit would still have to be filed to pursue but such action would put the City in the better position to recoup losses in the event of a bankruptcy by a hotel owing back taxes. It was the consensus of the Committee for Staff to bring the issue to Committee of the Whole and Council with a recommended ordinance amendment.

5. Other Business – Treasurer Dingleline updated the Committee on a Revenue seminar attended by her and Controller Baxter. It was indicated that Staff is reviewing pricing for the Columbarium and will bring forward recommendations to a future meeting.
6. There being no further business, the meeting was adjourned at 5:07 p.m.

**CITY OF WASHINGTON
WASHINGTON, ILLINOIS**

TO: Mayor Manier and City Council
FROM: Finance & Personnel Committee
DATE: August 12, 2016
SUBJECT: Report of Proceedings of Special Finance & Personnel Committee Meeting Held on Monday, August 1, 2016

The meeting was called to order by Chairman Moss at 5:45 p.m.

Present: Chairman Moss, Mayor Manier, Alderman Moehle

Also Present: City Administrator Culotta, Controller Baxter

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. Regular Business

A. Potential Amendment Related to Health Insurance Summary Plan

City Administrator Culotta indicated that there is an appeal procedure related to adverse benefit determinations in the Health Plan Summary Description. However, the appeal is to be made to the "Plan Administrator" who is not clearly defined. He has reviewed this matter with the City Attorney and had three different options on how best to proceed. The options include (1) Finance & Personnel Committee reviews only and makes recommendation to City Council who makes final decision on appeal; (2) Finance & Personnel Committee makes final determination which would require an ordinance amendment; or (3) establish Insurance Committee that would fulfill the role of Plan Administrator.

Following discussion, a motion was made by Mayor Manier and seconded by Alderman Moehle to recommend Option 1. Motion carried. This matter will be discussed with the City Council during an executive session on August 15.

4. Other Business – None.
5. Executive Session – At 6:00 p.m. the Committee convened in Executive Session for the purpose of discussing the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
6. At 6:10 p.m. the Committee reconvened in regular session and there being no further business the meeting was adjourned at 6:10 p.m.



Finance Committee Memorandum

To: Committee Members
From: Jim Culotta, City Administrator
Date: 9/21/16
Re: Discussion on Protective Footwear for Public Works

BACKGROUND

The City of Washington is subject to Occupational Safety and Health (OSHA) regulations. According to OSHA Standard 1910.136, employers shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries. Following the completion of a workplace hazard assessment by Public Works Supervisor Schone, I consulted with the Illinois Department of Labor (IDOL), which is responsible for OSHA implementation. IDOL confirmed the City's public works crew should wear protective footwear. Historically, the City has not required protective footwear.

The Collective Bargaining Agreement (CBA) between the City and the Laborers' International Union of North America, Local 231, states, among other things, the following:

- The City and Union agree to ... comply with the provisions of OSHA
- The City has the complete and sole right to determine and enforce the reasonable rules, policies and practices, and operational standards of the City; to establish, modify reasonable work standards; to determine the methods, means, processes, standards, facilities, equipment and material for providing services.
- The City "shall pay all costs associated with the provision of uniform services for each full time employee consisting of the following uniform items: eleven (11) pair of pants, eleven (11) short sleeve shirts, eleven (11) long sleeve shirts and two (2) jackets."
- The City "will supply employees with rain gear, rubber boots, and winter and summer gloves to be worn while on duty. The City will also supply employees with proper identification to show that the worker is employed by the City."

REQUESTED ACTION

I recommend the City require the use of protective footwear that meets OSHA Standard 1910.136. An initial online search of such footwear found costs ranging from \$115 to \$200/pair. While the City is not required by OSHA or the CBA to provide or subsidize protective footwear, it is not uncommon for local governments to do so. I request Committee discussion of this issue.