

**CITY OF WASHINGTON  
WASHINGTON, ILLINOIS**

TO: Mayor Manier and City Council  
FROM: Finance & Personnel Committee  
DATE: July 14, 2017  
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on Monday,  
June 19, 2017

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

Present: Chairman Brucks, Mayor Manier, Alderman Cobb

Also Present: City Administrator Culotta, Controller Baxter, City 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. Alderman Cobb made a motion, seconded by Mayor Manier to approve the minutes of the May 15, 2017 regular meeting. Motion carried.
4. Business Items

**A. Electric Energy Bids – City Owned Facilities**

Controller Baxter told the Committee that only one bid was received in response to the Request for Proposals that was distributed to energy vendors. The proposal was from Homefield Energy and gave options of 12, 24 and 36 month terms. Following discussion, Mayor Manier made a motion seconded by Alderman Cobb to recommend the City Council approve a 24 month contract with a rate of \$0.04691 per kWh with the term December 2017 through December 2019. Motion carried and the matter will be brought forward to the City Council at the June 19, 2017 meeting.

**B. TIF #2 Subsidy Request – Knights of Columbus**

Planning & Development Director Oliphant reviewed a TIF funding request from the Knights of Columbus for their building at 120 Walnut Street. The proposed improvements include a complete renovation of the existing kitchen at a total cost of \$11,929.75. Staff recommended a 20% base subsidy not-to-exceed \$2,385.95 to be paid in a single installment.

Following discussion, Manier made a motion, seconded by Cobb to recommend approval of the TIF# 2 subsidy as indicated above. Motion carried.

**C. TIF #2 Subsidy Request – S & S Properties**

A TIF funding request was presented by S & S Properties for the site located at 116-124 Peoria Street. The proposed improvements include buildout of the unit closest to Business 24 (116 Peoria Street) to convert the former law office to a salon, as well as increasing power to the building, updating the breaker boxes and converting the original boiler to a mini-pit system with baseboard heating. Total costs are projected at \$69,763 and Staff recommended a 20% base subsidy not-to-exceed \$13,952.60 to be paid in three installments.

Following discussion, Cobb made a motion, seconded by Manier to recommend approval of the subsidy as indicated above. The application would be amended to remove the HVAC improvements from the request. Motion carried.

**D. Water/Sewer Delinquent Account Procedure**

Staff discussed the procedures they have been following in regard to delinquent accounts since monthly billing was implemented. Following discussion, Cobb made a motion, seconded by Manier to adopt the following procedures and amend the Ordinance accordingly. Motion carried.

- Meters ready by tower by 26<sup>th</sup> of month
- Bills issued first week of the following month
- Bills due by last day of month issued
- Penalties applied if not paid by due date
- Pink/shutoff notice will be sent to all accounts that have not paid by the 15<sup>th</sup> of the month following the due date
- Shutoff notice will indicate that shutoff will occur no sooner than 7 days after the notice mailed

In addition, Staff was given approval to go ahead and order the pink notices but will not use until the Ordinance is amended by the City Council.

**E. Monthly Reports for Periods Ending 3/31/17 and 4/30/17**

Staff will start bringing the financial reports to Finance & Personnel prior to City Council each month. Baxter reviewed year-to-date information for revenues as well as compared to prior year and budget.

5. Other Business – None.
6. Executive Session – At 5:12 p.m. the Committee convened in Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body per 5 ILCS 120/2 (c)(1) of the Illinois Open Meetings Act.
7. At 5:28 p.m. the Committee reconvened in regular session and there being no further business the meeting was adjourned at 5:28 p.m.