

The meeting was called to order by Chairman Butler at 5:00 p.m.

Present: Chairman Brian Butler, Mayor Gary Manier, Alderperson Lili Stevens

Also Present: Finance Director Joanie Baxter, Planning and Development Director Jon Oliphant, City Administrator Jim Snider, Brittany Miller – Davis & Campbell

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. Approval of Minutes from June 20, 2022 meeting: *Mayor Manier made a motion to approve minutes, seconded by Alderperson Stevens. Motion carried.*
4. Business Items:

A. Review of Financial Policies

Staff reviewed the existing financial policies and others that would be worth developing. An Investment Policy was approved in February 2021 and only needs to be reviewed and updated as necessary. A Fixed Asset Policy was created in 2004 and has been updated. Three additional policies are recommended for approval: An Outstanding Check Policy, Credit Card Use Policy, and Fund Balance Policy. Staff will ask the new auditors for their preference on the Fund Balance Policy and what basis to use for the target percentage.

Committee is agreeable with the auditor's recommendation on the draft policies. Alderperson Stevens motioned and seconded by Mayor Manier for these policies to be brought to the City Council on September 6 for approval.

B. W. Holland Street Surplus Property Sale Consideration

The City owns a 25'x107' property near the intersection of S. Wood and W. Holland. Staff received a complaint in 2020 about the need to mow the property. It appears that the prior owner/tenant of the neighboring property at 209 W. Holland had been maintaining the property for many years and as a result, staff was not aware of the ownership situation. The 209 W. Holland owner has indicated interest in purchasing it in order to expand a single-car garage. Should there be interest in selling it, an appraisal would need to be obtained but bids would not need to be solicited. The Council would have to approve a resolution that declares the property as surplus and authorizes its sale. Per state statute, the property would need to sell for at least 80% of its appraised value. The Council would also be required to approve a purchase agreement.

After brief discussion, Mayor Manier motioned and seconded by Alderperson Stevens to proceed with the eventual sale of the property.

C. ITEP Project Application Consideration

IDOT recently opened its call for the Illinois Transportation Enhancement Program (ITEP). Applications must be submitted to IDOT by September 30. ITEP provides funding on an 80/20 basis for eligible projects including recreation trails and streetscape enhancements. This program has received IDOT funding for the completion of Phase I engineering for the Square streetscape project and it has also assisted with the engineering and construction of three rec trail projects. The majority of the available funding--\$100 million—is set aside for trails projects. Applicants can apply for a maximum of \$3 million per project in ITEP funds. An announcement of awards is anticipated in the spring of 2023.

The FY 22-23 budget includes \$75,000 for the completion of PE II as part of the TIF 2 Fund that can be used to meet a 20% local match requirement, though construction funds are no longer budgeted. The remaining project (engineering and construction) carries a revised current estimated price tag of \$3.123 million, which would require a local share of about \$625,000. The City was not selected as a recipient for a DCEO Rebuild Downtowns and Main Streets program grant for engineering and construction for a portion of this project on the north and northwest sides of the Square.

The consensus of the Committee was to consider an application that focuses on the installation of new and replacement streetlights on the Business 24 corridor up to a total project cost of \$375,000. Pedestrian-level lighting is eligible for 80/20 funding while traditional streetlights are eligible for 50/50 funding. Staff will do more investigation on such a project and will plan on further discussion at the September 12 Committee of the Whole meeting.

5. Other Business: Alderperson Stevens asked/commented the following:
 - Financial reports – Finance Director Baxter addressed questions regarding the HR Sales Tax for Stormwater. The first month of these taxes will be received in September and thus are not included in the Revenue Report.
 - Tax levy – Staff will check on how much was received. The first installment was received in mid-July.
 - Aggregate sales tax by business categories – Individual business sales tax collection cannot be disclosed by law. There is a significant challenge in separating these without inadvertently indicating what any particular business have collected plus the significant time needed to categorize these.
 - Washington Tourism Grant – This program has been in place for a few years. The FY 22-23 budget includes \$10,000 and \$2,500 is the maximum that is available for any single event. To date, four events have been awarded funds: The Arts Festival, Paint the Path, and two different disc golf tournaments.

6. Adjournment: *Motion approved by Mayor Manier and seconded by Alderperson Stevens. Meeting adjourned at 5:49 p.m.*