Finance Committee
Tuesday, January 18, 2022 - 5:00 PM
MINUTES

1. Call to Order

Committee Chair Ben Lee called the Finance Committee meeting for January 18, 2021 to order at 5:04 pm

Members Present - Ben Lee, Mayor Chip Dutcher, Cheryl Robertson
Absent - None

Staff present - Jack Liggett, Dana Steffan, Chief Haroon, Teresa Monroe.

Public present - None

2. Action On Minutes

a. December 14, 2021

ACTION:	Chip Dutcher moved to Approve; Cheryl Robertson seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

3. Finance Director Reports

a. Director Review / Final Carryover 2022 Budget / Bank to Book Rec

Dana Steffan highlighted items in the revenues and expenditures report as well as items in her director's report. RITA annual review was included, discussion on Rental Registration Program. Review of carryover items and fund balances; discussion on moving $60,000 from General Fund to Budget Stabilization.

ACTION:	Benjamin Lee moved that with the next appropriation ordinance, to include $60,000 from the General Fund to the Budget Stabilization Fund; Chip Dutcher seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson

NOES: None
ABSTAIN: None

Passed 3 - 0

4. SSI - Contract / Implementation Updates
   Finance Director reports there is still some ongoing discussion between staff and IT on the server versus cloud storage.

5. City Drone Purchase
   Ben Lee said they were updated that the city had purchased a drone. Chief Haroon provided background on the drone purchase and features and capabilities of the drone. Total expenditure $29,000.00. Discussion on what budget line item the money had been reserved in; the drone was accounted for in the budget but has not been paid for. Ms. Robertson addressed Chief Haroon and said historically, Council and Finance would have a discussion on this; there was a communication problem, they needed to know. This should have been a Capital Improvement item; there was no conversation on this through the budget cycle. Discussion on returning the drone, Chief Haroon reports the drone is beyond the return time but will provide the company contact information; Mayor Dutcher said in the future they need to know about these things.

6. CIP discussion

   a. AVANT Loader vs. Bobcat skid steer b. Dump Truck purchase
   Jack Liggett said there was discussion between street and sewer department heads on sharing equipment; a combination bobcat with brooms, bucket and a trailer for $68,000. $65,000 is budgeted for a tractor through the sewer department, would need an additional $3,000 from the street department to cover the equipment. Mr. Liggett asked if they could find $3,000 in the General or Street fund, and instead of buying the tractor/loader, buying a piece of equipment both departments could use. Jack noted that an asphalt grinder attachment will not be purchased at this time, can be rented for now to see how it works, if well, they can add the purchase to a future budget.

   Mr. Lee moved to approve an additional $3,000 from General fund to Street fund to cover the purchase. Mr. Liggett held up the vote and gave some further explanation on a dump truck purchase that has been approved for $95,000 in CIP. The final cost came in at $97,355, roughly $3000 over; added that if it is not ordered by the end of this month we may not get it because manufacturers are stopping orders. Mr. Liggett said he wanted to clarify all that was needed before committee moved on action.

ACTION: Benjamin Lee moved for an additional $6,000 expenditure from street fund via the General fund for two items discussed; Chip Dutcher seconded and all were in favor.
AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES: None

ABSTAIN: None

Passed 3 - 0

7. Well Pump Estimates
   a. Replacement Pump b. New Well & Pump

Jack Liggett updated that well J2 replacement pump has been ordered, cost is $18,000, money coming out of bonded water, hoping to take delivery in the next two to four weeks. New well J4 doe: not exist yet; $378,000 is the current estimate and will be needed for the plant upgrade. Jack said he can break that up and complete testing phase first for $35,000 and complete the rest later. To be pa for out of bonded money.

Agenda Item c. added

Duncan Plains water line extension. The original plan was to run a sixteen inch water line between U 62 and Enterprise Drive, that estimate came in at $849,600. Discussions with the engineer and an adjustment to install a twelve inch line have resulted in a new estimate of $725,000 to close the loop as planned. Jack posed the question of necessity of doing this today as it will use a major portion of the previously bonded money; discussion on benefits of closing the water loop. Jack said it is not necessary to operate, but if they ever want to expand, this will need to be done, looking for Finance Committee and Council's opinion; discussion.

ACTION:	Benjamin Lee moved to Approve $35,000 from water bonded money for the thi well exploratory drilling; Cheryl Robertson seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

8. RITA Annual Review

   a. 2021 Review / report attached and discussed under Director report.

9. HR assistance / leadership development opportunity; brief overview given under Director report.

10. Licking County Public Safety Information Sharing Network Agreement - Discussion
    a. Agreement

Jack Liggett said that in talking with the Licking County Sheriffs Department about costs per call dispatch and were told there would be no charges for at least two years, the CAD system storage not discussed. The agreement will need to be signed today so they can build room for us in the system and the good news is that it will not be necessary to budget the $8,000 cost until 2023.

ACTION:	Chip Dutcher moved to Approve; Benjamin Lee seconded and all were in fa
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

3 - 0

11. County ARPA Application
    Will talk about with greater Council.
12. BBB and Hartford Water Line Conversation Outcomes
    Will talk about with greater Council.
13. State Capital Budget: Email
    Representative Fraizer present tonight and can talk about with Council during council mee
14. Goal Review from 2021 / Outline for 2022
    Discussion next meeting.
15. Other Business
    No further business
16. Adjourn

ACTION:	Cheryl Robertson moved to Adjourn; Benjamin Lee seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

Meeting adjourned at 6:25 p.m.