



Regular Council Meeting
Wednesday, August 3, 2022 - 6:30 PM
AGENDA

1. Call to Order
2. Roll Call
3. Invocation - Mr. Barnard
4. Pledge of Allegiance
5. Action on Minutes
 - a. July 19, 2022
6. Citizen comments on matters not on the agenda
7. Government Affairs Report to Council - Siekman & Siekman
8. Council Committee reports
 - a. **Planning & Zoning:** 7/26/22 cancelled; Next 8/9/22 @ 6:30 pm Council Chambers
 - b. **Design Review Board:** Met 7/18/22 reported last time; Next 8/9/22 @ 5:00 pm Council Chambers
 - c. **Safety & Service:** 8/3/22; Next 9/6/22 (swap Sept. date with Finance?) @ 5:00 pm Council Chambers
 - d. **Finance:** Met 7/19/22 reported last time; Next 8/16/22 @ 5:00 pm Council Chambers
 - e. **Economic Development:** Next 8/5/22 @ 9:00 am Admin conference room
 - f. **Park & Rec:** Met 7/19/22 reported last time; Next 8/16/22 @ 10:00 am Admin conference room
 - g. **Tree Commission:** 7/26/22 cancelled; Next 8/23/22 @ 5:00 pm Council Chambers
 - h. **Events Committee:** Next 8/18/22
9. Director Reports
 - a. Service: Street, Water, Sewer
 - b. Manager Reports
10. Tabled Legislation - None
11. Public Hearings of Legislation
 - a. **RESOLUTION 2022-26** RESOLUTION REAPPOINTING A MEMBER TO THE GREATER JOHNSTOWN PARK AND RECREATION DISTRICT BOARD OF TRUSTEES
 - b. **RESOLUTION 2022-27** A RESOLUTION TO APPOINT A MEMBER TO THE JOHNSTOWN COMMUNITY IMPROVEMENT CORPORATION (CIC)
 - c. **RESOLUTION 2022-28** A RESOLUTION TO APPOINT AN INTERIM FINANCE DIRECTOR FOR THE CITY OF JOHNSTOWN
 - d. **ORDINANCE 15-2022** AN ORDINANCE AMENDING ORDINANCE 47-21, THE ANNUAL

Vision Statement: The City of Johnstown is dedicated to providing a secure community environment that fosters cultural, recreational, educational and economic opportunities while preserving our unique historical character

APPROPRIATION ORDINANCE OF THE CITY OF JOHNSTOWN TO APPROVE
NECESSARY CHANGES OF APPROPRIATIONS, AND DECLARING AN EMERGENCY

12. Introduction of Legislation - None
13. Other Business
14. Council to Set Recall Election Date
15. Executive Session to Consider the Compensation of a Public Employee
16. Adjourn

Next Council Meeting August 16, 2022



Regular Council
Tuesday, July 19, 2022 - 6:30 PM
MINUTES

1. Call to Order

Mayor Chip Dutcher called to Order the City of Johnstown Regular Council Meeting for July 19, 2022 at 6:30 PM.

2. Roll Call

Present - Mayor Chip Dutcher, Doug Lehner, Marvin Block, Ryan Green, Donald Barnard, Jon Merriman

Absent - Sharon Hendren

Staff present - Jack Liggett - Interim City Manager, Rusty Smart - Interim Chief of Police, Bailey Morlan - City Planner, Jim Blair - Zoning Inspector, Teresa Monroe - Clerk of Council

Public present - Franz Stein, Kristen Hurst, Jamie Hartsough, Mary Wiswell, Charles McDill, Barbara Knoepfler, Stephanie Giannini, Eric Wharton, Vickie Donaldson, Al Dolezal, Jennifer Popham, Jami Brosel, Kelly Marshall, Tom Marshall, Bob Orsini, Mary Queen Cool, Andrea Ford, Nathan Whipple, Glenn Ronken, Bob Gole, Walter Raub, James McNally

3. Invocation - Mayor Dutcher

4. Pledge of Allegiance

Mayor Dutcher said he attended the retirement celebration for Johnstown-Monroe School District Superintendent Dale Dickson and on behalf of Council, he presented a proclamation thanking him for his years of service to the school system.

5. Action on Minutes

a. July 5, 2022

ACTION: Ryan Green moved to approve; Jon Merriman seconded and the vote was as follows:

AYES: Don Barnard, Jon Merriman, Ryan Green, Marvin Block, Mayor Dutcher, Doug Lehner

NOES: None

ABSTAIN: None

Passed 6 - 0

6. Executive Session to Consider the Appointment of a Public Official; Design Review Board

ACTION: Doug Lehner moved to enter executive session to consider the appointment of a public official for design review board; Ryan Green

seconded and the vote was as follows:

AYES: Jon Merriman, Ryan Green, Marvin Block, Mayor Dutcher, Doug Lehner, Don Barnard

NOES: None

ABSTAIN: None

Passed 6 - 0

Council entered Executive Session at 6:35 pm and returned to regular session at 7:00 pm

Mayor Dutcher said the resolution to appoint will be later in the meeting but wanted to congratulate Franz Stein on being appointed to the Design Review Board.

7. Citizen comments on matters not on the agenda

1. Walter Raub; S. Main Steet

- Happy to live in Johnstown and is thankful for City Council and the work they do, wants to continue to support them
- August 13th Licking County Parks is supporting a Trail Day, will also be JonJon Mastodon Day when the Historical Society will be promoting the Johnstown mascot. 8:30 to noon, there will be an opportunity to take pictures with a cutout.
- Would like to ask if the swamp area could be sprayed for mosquitos as they would like to promote the QR readers along the path

2. Tom Marshal;151 Leafy Dell

- Voiced concern about the 72 unit apartment complex Coughlin is planning. This poses a serious traffic and safety issue for a street that is already incredibly busy
- As of today, the school Superintendent was not aware of this development and expressed concern for school capacity

3. Stephanie Giannini; Parkdale Drive

- Coming again with the Chip off the Old Block recall campaign, they are submitting petitions for recall for Marvin Block and Chip Dutcher
- These petitions have been prepared to follow all rules of the Johnstown City Charter and the Ohio Revised Code
- Asks again for prompt resignations of both councilmen which will save time and money and allow the city to move forward

8. Council Committee reports

a. **Planning & Zoning:** 7/12/22 Cancelled; Next 7/26/22 @ 6:30 pm Council Chambers

b. **Design Review Board:** 7/18/22; Next 8/9/22 @ 5:00 pm Council Chambers

Two applications approved; a COA approved for an addition to the Steel Ceilings building

and a COA approved 2-1 for the construction of a storage building on a property on Track Street.

c. **Finance:** 7/19/22; Next 8/16/22 @ 5:00 pm Council Chambers

Committee met with the accounting firm Julian & Groub to review the city 2021 Financial Statement they prepared. As part of the opioid settlement, Johnstown will receive \$796.89 for eighteen months for a total of \$14,344 to go toward education. Licking County is looking for county wide collaboration and financial contribution toward a Comprehensive Plan for the county; Mayor Dutcher said this will be a public/private partnership. The largest amount of money is coming from the private sector in the amount of \$165,000, the County Commissioners are giving \$100,000. All cities and counties will also contribute; Johnstown's portion is \$2,000. Planning Next will be the contractor and the contract will be with the T.J. Evans Foundation. The plan is expected to take about eighteen months.

Mayor Dutcher asked for Council approval for participation and to go forward with the \$2,000.

ACTION:	Donald Barnard moved to approve the \$2,000 and to go forward with this project; Jon Merriman seconded and the vote was as follows:
AYES:	Ryan Green, Marvin Block,, Mayor Dutcher,, Doug Lehner, Don Barnard, Jon Merriman
NOES:	None
ABSTAIN:	None

Passed 6 - 0

d. **Safety & Service:** Met 7/5/22 updated last meeting; Next 8/3/22 @ 5:00 pm Council Chambers

e. **Economic Development:** Next 8/5/22 @ 9:00 am Admin conference room

f. **Park & Rec:** 7/19/22 @ 10:00 am Admin conference room

Discussion on the old train station, still in discussion with the property owner. Also discussed grant money received, partial funding toward two projects, a band shell (amphitheater) and a splash pad; talked about what could be started with the money received. Licking Park District attended, they will be naming a new director.

g. **Tree Commission:** Next 7/26/22 @ 5:00 pm Council Chambers

h. **Events Committee:** Next 8/18/22 @ 5:00 pm Admin Conference Room

i. **School District Liaison:** Working to schedule, Next TBD

Marvin Block said he is working on getting a meeting scheduled and to answer a previous statement, members of the School Board are aware of the Leafy Dell apartment project, this has been going on a couple of years.

9. Director Reports

a. Chief of Police

Interim Chief Smart reviewed his report for Council; added that the citation performance standard was removed on May 15th; informed Council of one juvenile assault at the Firemen's Festival. Mr. Green asked the Chief to look at traffic moving through Meadow Lane, Saratoga and Sunset areas, with the US 62 project going unpeopled are cutting through and rather quickly which could cause some problems.

b. Jack Liggett provided updates

- Held the preconstruction meeting for the East Jersey Street project; scheduled start date is August 22nd
- The Horizon contract is being reviewed by the city Law Director; this will bring fiber to the City of Johnstown, at no cost to the city.
- Temporary road going down so two lane traffic can be maintained
- ARPA - sewer lining project is going out to bid this Thursday, bid opening on August 13th; \$100,00 of city money being used toward the project and \$400,000 being used from ARPA funds
- Stream study has begun in support of the upgrade to the sanitary system and facility, this needs to be done prior to plant upgrade design
- Have met with the EPA for both plant upgrades

Mayor Dutcher added that the US 62 project currently underway is an ODOT project, not a city project, it is intersection safety improvement paid for by the State of Ohio.

10. Chamber of Commerce; discussion

Jon Merriman provided an update of work that has been going on to form a Chamber of Commerce; Jesse Coppel attended representing the chamber. There was a previous request for some start-up funds and discussion in Finance Committee. Mr. Merriman said that at this point in time it does not look like the city is able to offer funds, but another initial need for the chambers is office space. Open discussion on the current use of city building space and a potential meeting place for the chamber. Staff and Council members to meet tomorrow and tour the Admin/PD areas and report back with ideas.

11. Tabled Legislation - None

12. Public Hearings of Legislation

a. **RESOLUTION 2022-25** RESOLUTION APPOINTING A MEMBER TO THE JOHNSTOWN DESIGN REVIEW BOARD

Public Hearing: There were no comments either for or against the legislation.

ACTION: Ryan Green moved to nominate Franz Stein to the design review board; Marvin Block seconded and the vote was as follows:

AYES: Marvin Block, Mayor Dutcher, Doug Lehner, Don Barnard, Jon Merriman, Ryan Green

NOES: None

ABSTAIN: None

Passed 6 - 0

Mayor Dutcher congratulated Franz Stein on his appointment.

13. Introduction of Legislation - None

14. Other Business

1. Mayor Dutcher said in discussion around the appointment of Franz, the other candidate was Kristen Hurst, it was determined that there is a vacancy on the Johnstown CIC. Mayor Dutcher asked if anyone would like to make a motion to name Kristen to the CIC Board. Board position and term to be determined.

ACTION: Marvin Block moved to appoint Kristen Hurst to the CIC board; Doug Lehner seconded and the vote was as follows:

AYES: Mayor Dutcher, Doug Lehner, Don Barnard, Jon Merriman, Ryan Green, Marvin Block

NOES: None

ABSTAIN: None

Passed 6 - 0

Mayor Dutcher congratulated Kristen Hurst on her appointment.

15. Executive Session to consider the appointment, employment or compensation of a public employee

Mayor Dutcher said Council would be going into Executive Session and asked for a motion, there would be no action after. Invited to attend the session were Jack Liggett and Bailey Morlan.

ACTION: Marvin Block moved to enter executive session to consider the appointment, employment or compensation of a public employee; Doug Lehner seconded and the vote was as follows:

AYES: Doug Lehner, Don Barnard, Jon Merriman, Ryan Green, Marvin Block, Mayor Dutcher

NOES: None

ABSTAIN: None

Passed 6 - 0

Council entered Executive Session at 8:04 pm and returned to regular session at 9:04 pm.

16. Adjourn

ACTION: Jon Merriman moved to adjourn; Chip Dutcher seconded and all were in favor.

AYES: Chip Dutcher, Doug Lehner, Marvin Block, Ryan Green, Donald

	Barnard, Jon Merriman
NOES:	None
ABSTAIN:	None

Passed 6 - 0

Meeting adjourned at 9:04 pm

Next Council Meeting Wednesday, August 3, 2022



Street Department Report

July 2022

CITY OF JOHNSTOWN, OHIO

City of Johnstown
Administrative Offices



599 S. Main Street
Johnstown, Ohio 43031
Telephone: 740-967-3177

Misc.

- Equipment maintenance
- Street Lights
 - (2) lights switched over to LED bulbs
- Seed and straw areas where work has been done

Street Maintenance

- Cold patching holes
- Sign repair
- Street sweeping (Weekly)
- 150ft of Curb repair (Tyler Station)

Water Maintenance

- Assisted in water shut-offs (Monthly)
- OUPS Locates (Daily)
- Hauling and spreading of lime
- Spotted 12 inch water main on Jersey
- Found a water service leak at 51 S. Oregon (Repaired by home owner)

Stormwater Maintenance

- Storm inlet cleaning
- OUPS Locates (Daily)

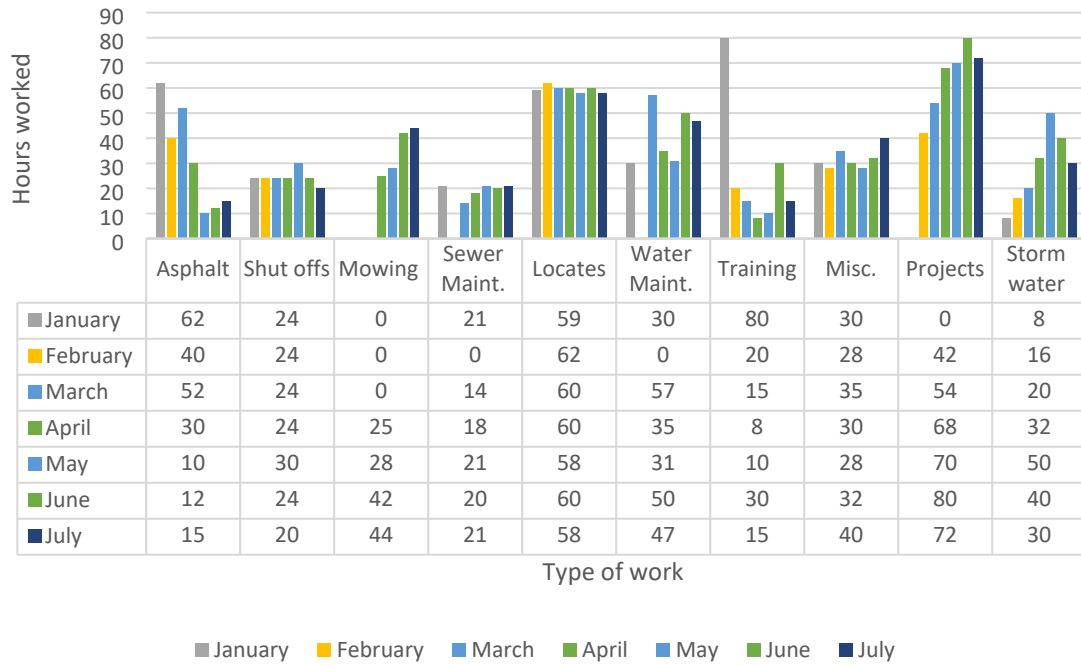
Park Maintenance

- Trash pickup (weekly)
- Trail head toilet checked and cleaned (weekly)
- Mowing and trimming (weekly)
- Powerwashing shelter houses (Rolling Meadows, Hannahs)
- Panted parking line at Hannahs park

Sewer Maintenance

- OUPS Locates (Daily)
- Hauling of sewer sludge
- Assisted with installing a new Digester mixer

June 2022 Hours Worked





July 2022

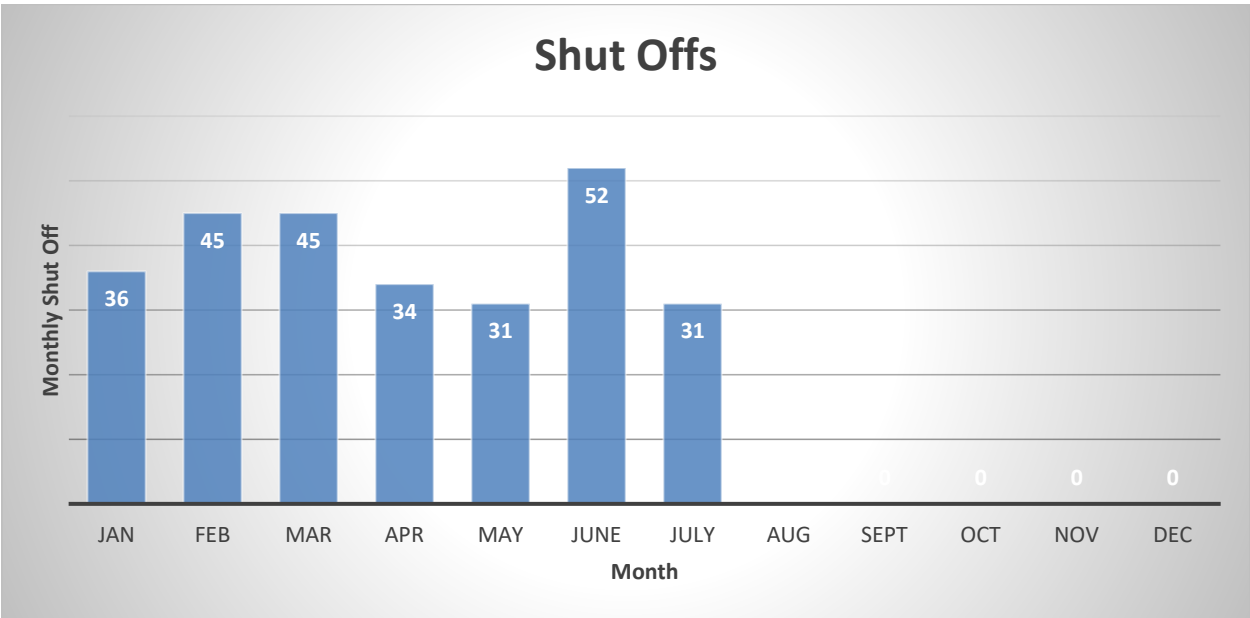
Water Council Report



Water Plant July 2022

- 1) As of July 31st, the flow is 21.065 MG.
- 2) Worked on shut offs.
- 3) Worked on work-orders.
- 4) Mowed Grass.
- 5) The Water Plant staff completed 0 hours of training.
- 6) Attended a Licking County Water and Sanitary Infrastructure Project: Service Provider Workshop on 7-7-2022
- 7) Attended meeting with Jacob's for the Water Plant Expansion Project on 7-14-2022.
- 8) Tim Perry hauled lime sludge Wednesday 7-13-2022.

Thank you,
Terry Nichols
Chief Water Operator
City of Johnstown



Water Plant Daily Tap Test Results

Date	Phenol		Total	Total	Free
	pH	Alkalinity	Alkalinity	Hardness	Chlorine
July-01	7.90	0	50	149	1.03
July-02	8.18	0	50	143	0.96
July-03	8.14	0	47	144	0.97
July-04	8.05	0	51	146	0.94
July-05	7.95	0	52	148	0.96
July-06	7.97	0	49	144	1.01
July-07	7.99	0	52	149	1.03
July-08	7.96	0	49	148	0.96
July-09	7.93	0	51	146	0.96
July-10	7.90	0	50	144	1.00
July-11	7.96	0	48	145	0.95
July-12	7.99	0	55	150	0.98
July-13	8.00	0	49	144	1.07
July-14	7.91	0	50	145	1.08
July-15	8.17	0	49	143	0.94
July-16	7.96	0	54	148	0.97
July-17	8.05	0	47	143	1.04
July-18	7.91	0	49	146	0.97
July-19	8.24	0	43	140	0.90
July-20	8.00	0	49	146	0.97
July-21	7.93	0	50	149	0.98
July-22	7.96	0	50	147	0.97
July-23	7.96	0	50	147	0.95
July-24	8.00	0	50	144	0.91
July-25	7.86	0	49	145	0.94
July-26	7.99	0	54	149	0.99
July-27	8.15	0	53	149	0.94
July-28	7.92	0	55	150	0.99
July-29	7.97	0	53	150	0.90
July-30	7.99	0	53	150	1.02
July-31	7.88	0	51	147	0.71

Treatment Parameters Goals

pH: 7.8 – 8.5

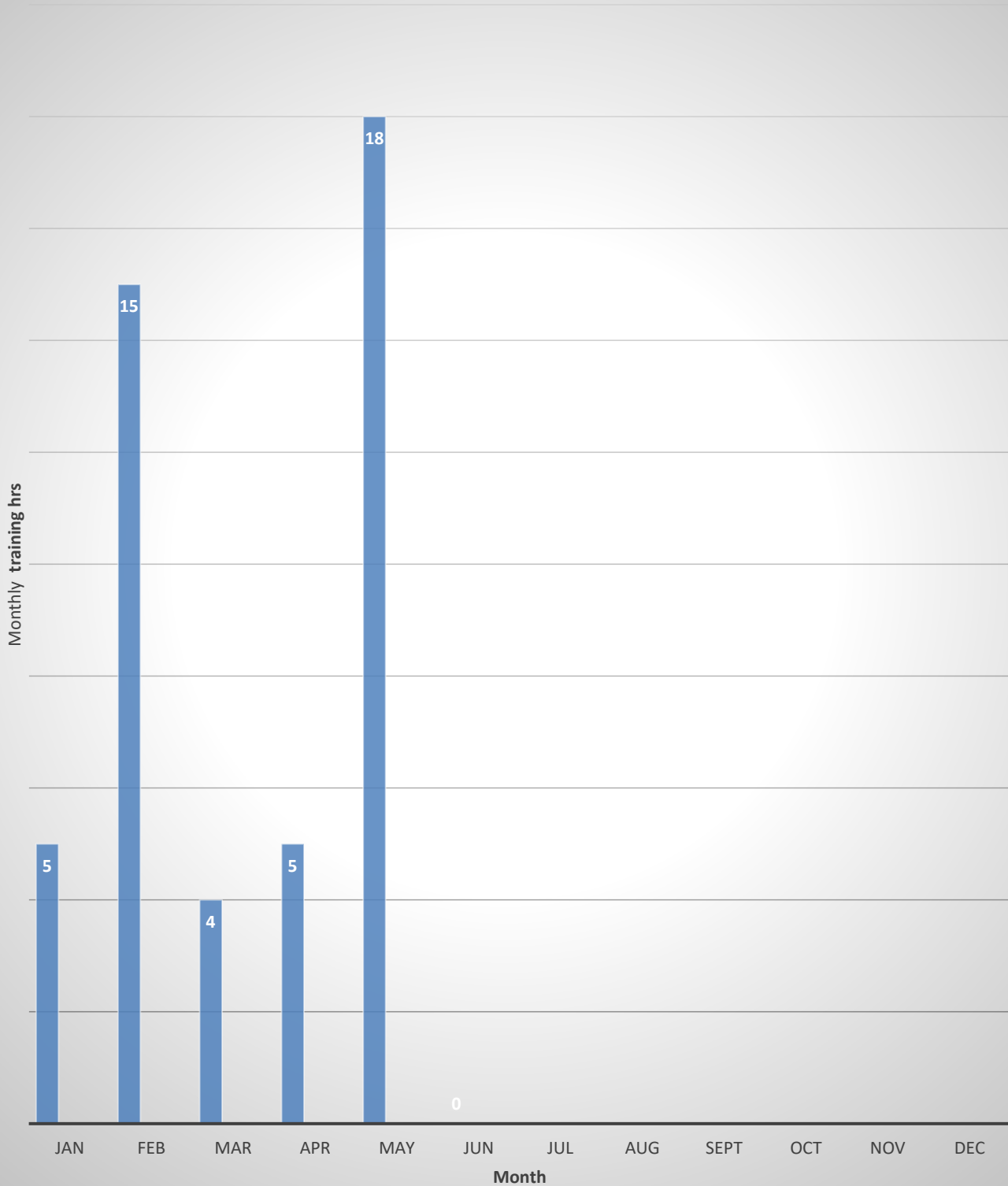
Phenol Alkalinity: 0-2 mg/L

Total Alkalinity: 35-55 mg/L

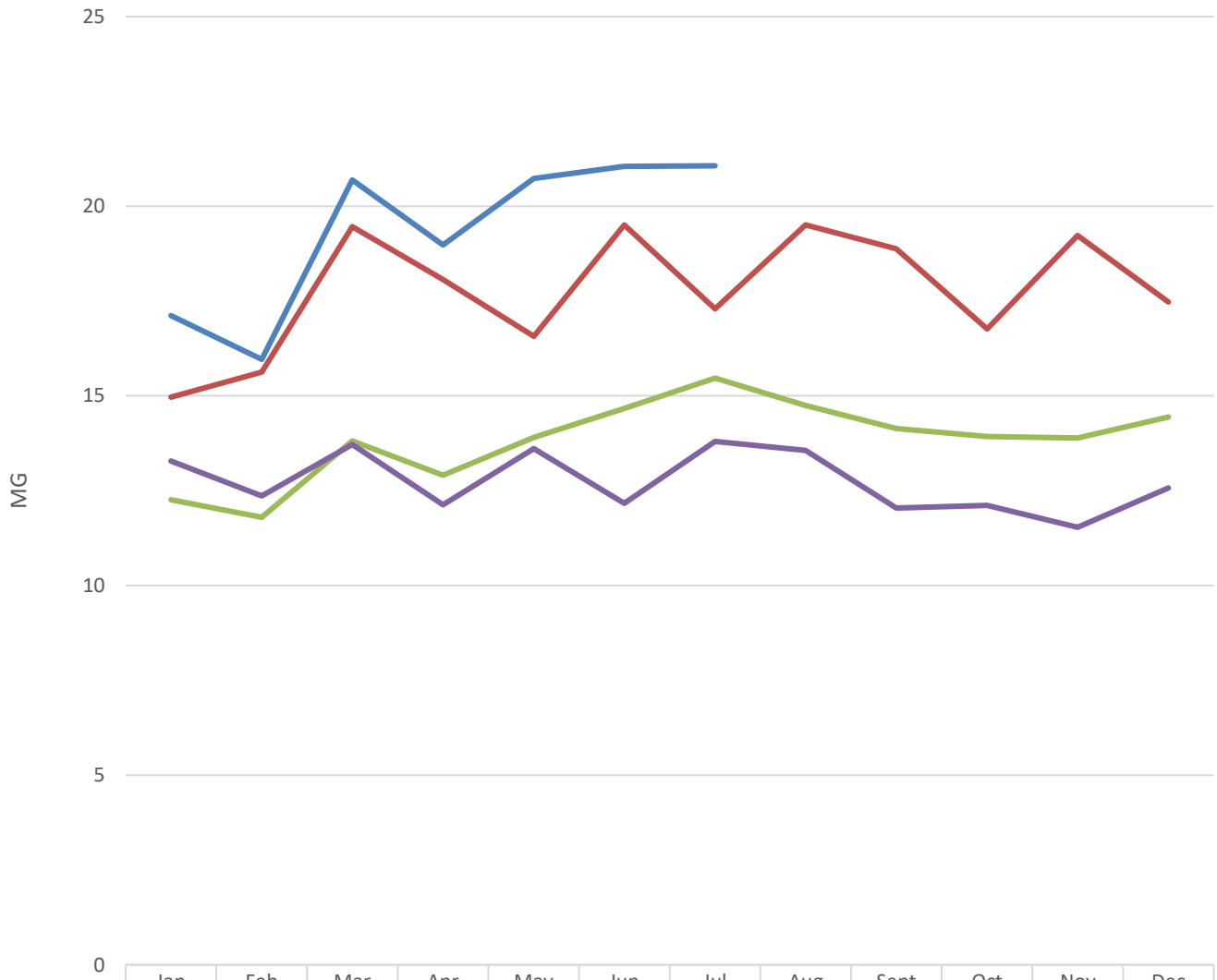
Hardness: 135 – 150 mg/L (Higher hardness is due to running # 2 L.S. well pulling water from deeper part of the aquifer)

Free Chlorine: 0.85-1.10 mg/L

Training Hours



Monthly Influent MG



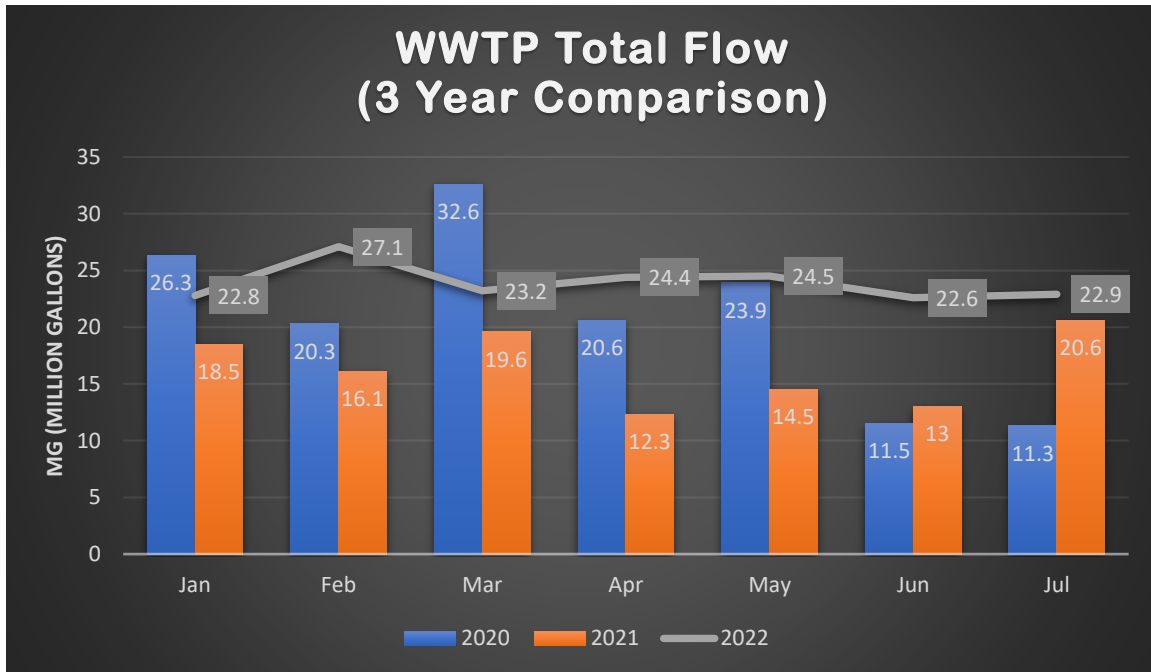
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
2022	17.116	15.962	20.692	18.977	20.728	21.052	21.065					
2021	14.966	15.626	19.463	18.063	16.567	19.506	17.295	19.504	18.873	16.765	19.23	17.475
2020	12.258	11.799	13.81	12.911	13.907	14.666	15.468	14.748	14.138	13.931	13.889	14.446
2019	13.283	12.365	13.718	12.132	13.607	12.167	13.799	13.565	12.045	12.116	11.536	12.576

Months

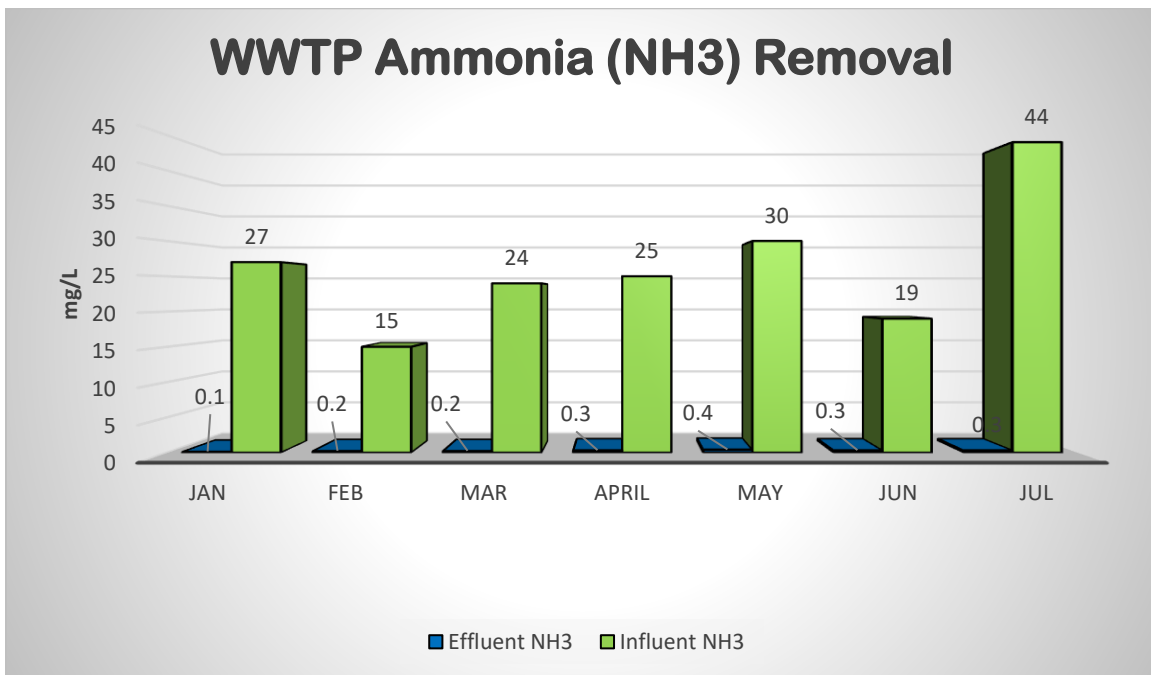


July 2022

Sewer Council Report

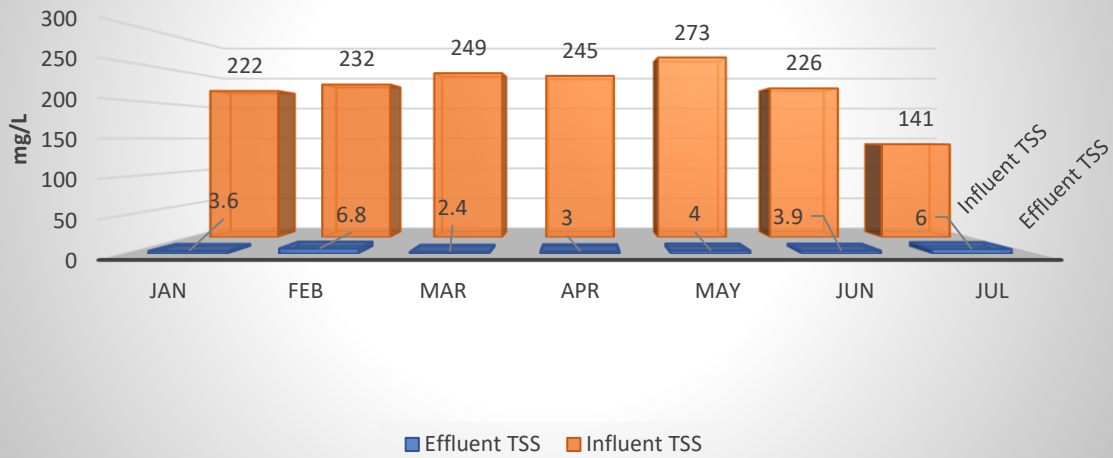


Plant Efficiency Charts



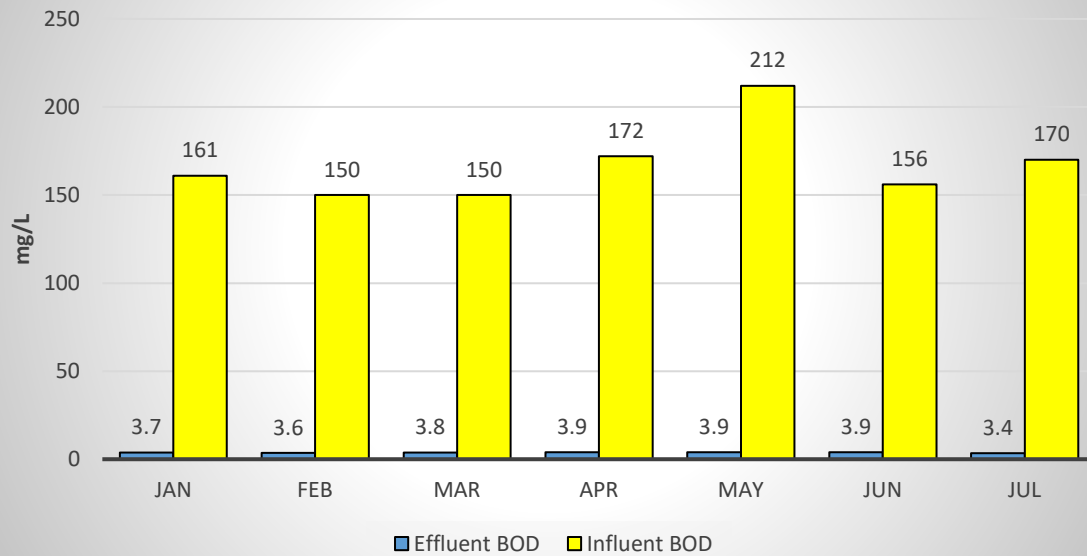
Average % of NH₃ removed for the month = **99%**

WWTP Total Suspended Solids Removal



Average % of TSS removed for the month = **96%**

WWTP BOD Removal



Average % of BOD removed for the month = **98%**

Work Highlights

- Sewer Inspections

- 4 new build inspections completed

- Amount of sludge pressed (dewatered) – 810,065 gallons

- Sewer “Hot Spots” routine sewer cleaning and maintenance

- MBI (Midwest Biodiversity Institute) has started stream sampling Raccoon Creek this month. For us to expand our sewer plant, OEPA is requiring a stream study be done to observe if there is any impairment upstream and downstream of the plant’s outfall.

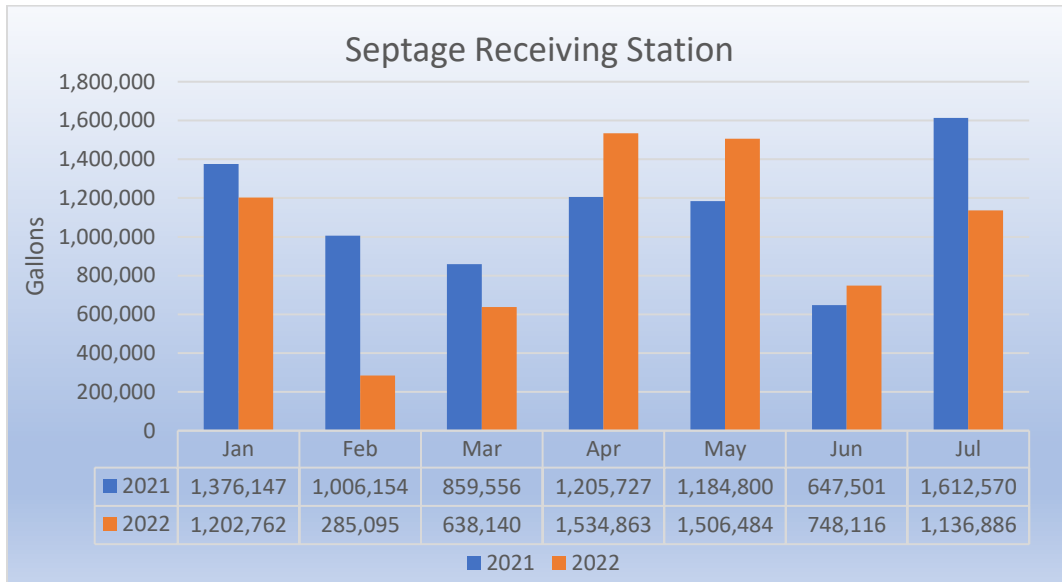


- Digester # 2 mixer replacement

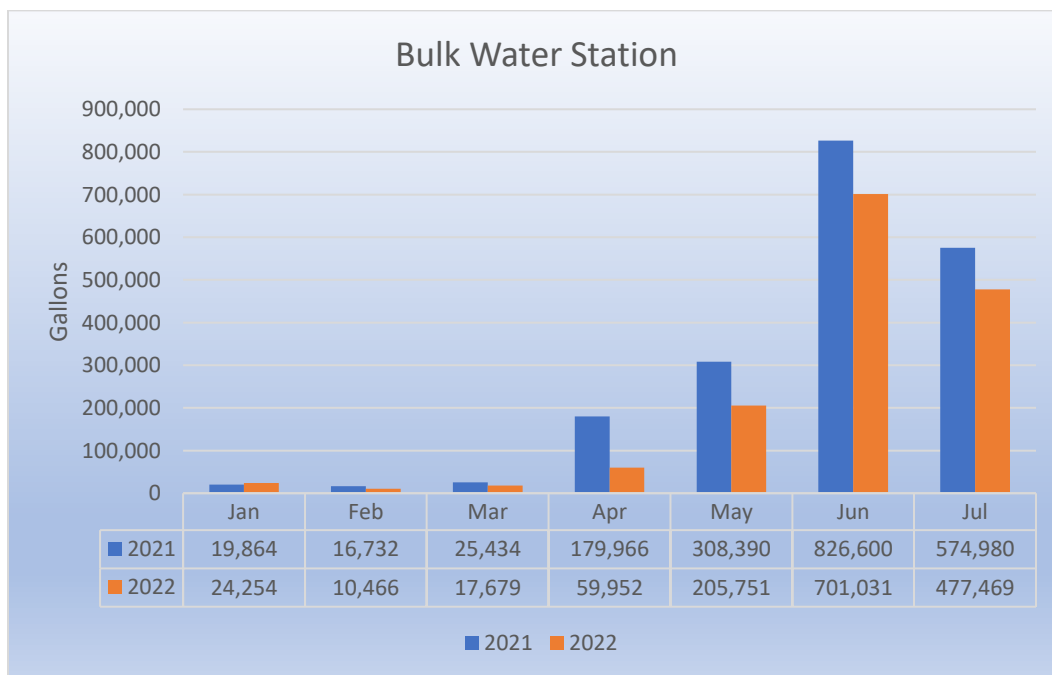


BULK SEWER & WATER

The following chart shows the total amount of waste in gallons brought into Johnstown for the current year and past year by the egg farms and bulk septage haulers.



The chart below shows the total amount of bulk water in gallons purchased each month for the current year and past year. NOTE: This graph contains only gallons of bulk water purchased from the fill station onsite.





RESOLUTION 2022-26

**RESOLUTION REAPPOINTING A MEMBER TO THE GREATER JOHNSTOWN
PARK AND RECREATION DISTRICT BOARD OF TRUSTEES**

WHEREAS, by mutual agreement of the City of Johnstown and the Johnstown-Monroe Local School Board of Education, Resolution 2021-08 established a joint recreation district for the control, management, operation, maintenance, and repair of recreational properties and facilities in the boundaries and territories of the Parties; and

WHEREAS, with Resolution 2021-22 the City of Johnstown Council appointed two members to the district's Board of Trustees; and

WHEREAS, City Council desires to reappoint Susan Suriano to her expired term on the Greater Johnstown Park and Recreation District Board of Trustees (formerly the Johnstown Joint Recreation District) in accordance with Section Three of Resolution 2021-08; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the CITY of Johnstown, State of Ohio:

Section 1. Susan Suriano is hereby reappointed to a two-year term as a representative of the City of Johnstown with the term commencing June 15, 2022 and ending June 15, 2023; and

Section 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that meetings of any of its committees that resulted in such formal action where meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter for the CITY OF JOHNSTOWN.

Date of Introduction/Public Hearing/Vote: August 3, 2022

By: _____

Mayor Chip Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director



RESOLUTION 2022-27

A RESOLUTION TO APPOINT A MEMBER TO THE JOHNSTOWN COMMUNITY IMPROVEMENT CORPORATION (CIC)

WHEREAS, Council ordained via Johnstown Ordinance 31-2019 for the formation of a community improvement corporation known as Johnstown Community Improvement Corporation (“Johnstown CIC”) to serve as the City’s agency for the industrial, commercial, distribution and research development activities of the City; and

WHEREAS, a “Class II” Appointed Director position on the Johnstown Community Improvement Corporation expired December 31, 2021 and has remained vacant; and

WHEREAS, Resolution 2019-24 states that after initial terms, each appointed Director shall serve for a three (3) year term; and

WHEREAS, on July 19, 2022 City Council voted 6-0 in favor of appointing Kristen Hurst to the CIC; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Johnstown, County of Licking, State of Ohio:

Section 1. That Kristen Hurst is hereby appointed as a “Class II” Appointed Director of the Johnstown Community Improvement Corporation for a term commencing January 1, 2022, and expiring December 31, 2024.

Section 2. This Resolution shall be in full force and effect from and after the earliest period allowed by law.

Section 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that meetings of any of its committees that resulted in such formal action were meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter of the CITY OF JOHNSTOWN

Date of Introduction/Public Hearing/Vote: August 3, 2022

By: _____

Chip Dutcher, Mayor

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director

CITY OF JOHNSTOWN



RESOLUTION 2022-28

A RESOLUTION TO APPOINT AN INTERIM FINANCE DIRECTOR FOR THE CITY OF JOHNSTOWN

WHEREAS, the City of Johnstown Charter Section 6.01(a) states that the municipality shall have a Department of Finance; and

WHEREAS, Charter Section 6.03(b) states that the Director of Finance shall be appointed and removed by the Manager, subject to the consent and approval of Council; and

WHEREAS, the City of Johnstown Council desires to appoint Integrity Bookkeeping as the Interim City Finance Director; retroactive to July 6, 2022; and

WHEREAS, associated costs will follow the accounting proposal shown in Exhibit attached.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Johnstown, County of Licking, State of Ohio:

Section 1. That Integrity Bookkeeping is hereby appointed to the Department of Finance as the Interim City Finance Director for a three-month contract beginning July 6, 2022 and may be continued on a month by month basis thereafter.

Section 2. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that meetings of any of its committees that resulted in such formal action were meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter of the CITY OF JOHNSTOWN.

Date of Introduction/Public Hearing/Vote: August 3, 2022

By: _____

Chip Dutcher, Mayor

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director

July 3, 2022

Prepared For:

The City of Johnstown

ACCOUNTING PROPOSAL

Prepared by:

INTEGRITY BOOKKEEPING, LLC

112 S Defiance Street, Box 86

Stryker, Ohio 43557

800-614-4792

info@integritybookkeeping.biz





July 3, 2022

Jack Liggett
Interim City Manager
The City of Johnstown
599 S. Main Street
Johnstown, Ohio 43031

Sean Staneart
Assistant City Manager

Dear Jack and Sean,

Thank you so much for giving Integrity Bookkeeping, LLC the chance to provide you with this Accounting and Payroll Proposal. Our company has assembled a team that will provide your organization with accounting and payroll services of the highest quality. The firm brings the following expertise to the table:

- Small Business Management
- Day-to-Day Accounting Services
- Payroll Processing

Our hand-picked team has almost two centuries of experience in small business bookkeeping and payroll. We are excited to bring this expertise to work for you!

The attached information is the firm's accounting proposal for your organization. We look forward to having further discussions with you.

Respectfully yours,

A handwritten signature in black ink that reads 'Kathee'.

Kathee Ingram, CPB, CPS
President
Integrity Bookkeeping, LLC
IntegrityPAY

TABLE OF CONTENTS

Title	Page
A. Firm Background and Philosophy	4
B. Day-to-Day Accounting Services	5
C. Approvals	6
D. Engagement Fees	7



A. Firm Background and Philosophy

INTEGRITY BOOKKEEPING, LLC is an accounting firm with offices in Columbus, Toledo and Cleveland, Ohio. The firm was founded in 2007 by Kathee Ingram who has been a small business owner since the 1990s. Since its establishment, the firm has established a tradition of excellence, innovation, integrity, and personalized service. The firm has acquired a significant amount of experience in providing accounting services to a wide variety of industries. Our team has extensive experience with non-profit organizations, Chambers of Commerce, CIC organizations as well as other non-profit and governmental groups.

The firm's accounting services help our clients achieve their financial and operational targets by offering them various business solutions with a team of experts. With your accounting functions efficiently outsourced, your time can be used for revenue-generating tasks instead of paperwork. Our entire team are all Certified Quickbooks Pro Advisors, Certified Public Bookkeepers and Certified Payroll Specialists (who manage our payroll functions).

Our payroll service, IntegrityPAY, is a full-service Payroll Provider offering direct deposit and paycards, along with many other options.

Philosophy

The success of the firm is greatly dependent on its professional staff and our diligent use of our God-given abilities in the performance of all our duties. It is the intent of the firm to successfully serve our clients by having partners and staff who possess the competence, commitment, and capabilities which are necessary to ensure that the services performed by the firm are all in accordance with professional standards and legal requirements.

B. Accounting Services

The firm provides the following services:

- Small Business Management
- Day-to-Day Accounting Services
- Payroll Processing

Small Business Management

The firm offers Small Business Management services to clients and companies regardless of their sectors. This service includes the following:

1. Advise clients as to proper accounting and bookkeeping practices

2. Train staff for any in-house processes to be regularly completed
3. Make recommendations pertaining to software, vendors and other accounting or payroll-related processes

Detail billing provided - \$75.00/hour plus travel time for on-site training, if needed

Day-to-Day Accounting Services

This proposal will cover three major functions of the office of Finance Director for the City of Johnstown and how those functions could be effectively outsourced to Integrity Bookkeeping (hereinafter “Integrity”).

1. Full Accounting Conversion from SSI to UAN

\$20,000-\$30,000 one-time fee

We estimate this one-time project to take 2-3 months to complete. Since 2022 is a new audit year (additional discussion of audits to follow), conversion from SSI to UAN should be done starting with the current year, 2022. Integrity’s Payroll Tax Manager, Zoe McMaster, completed a full conversion from SSI to UAN for the Village of Paulding. All data must be verified thoroughly (we will work through any conversion issues) and compiled for the current year from SSI. Worksheets and data then must be approved by UAN prior to conversion. Once approved, the data is entered into UAN. The payroll conversion can only be done after the accounting is completed. Until the conversion is complete, all accounting and payroll functions will have to be completed in SSI. **Please confirm that the City computer that runs SSI can be accessed remotely.**

Based upon the City’s size, UAN is a much more favorable accounting option. The cost for UAN is a fraction of the upgrade cost for SSI. The County Auditor lists the charges for UAN to be approximately \$4,500.00 per year. The UAN annual cost includes a new laptop computer, printer, monitor and the software, which is replaced every three years. Additionally, the State Auditors have access to the UAN system, making the annual audits easier and more efficient, with the added benefit of lowering audit costs.

After the conversion is complete, an inquiry should be made of SSI to determine the cost to keep historical data accessible for at least 3 years.

2. Manage 2020-2021 Audit

\$5,000.00

This current audit will encompass 2020 (on an assumed modified cash-basis) and 2021 under GAAP reporting. The actual timeline of the audit is unknown to us. However, Integrity would travel to Johnstown to work with the Auditor and provide needed documentation. We would expect, however, that additional information could be provided remotely for follow-up questions once the

audit has begun. Has Julian & Grube (or the previous Finance Director) completed all accrual entries for 2021 to account for this GAAP conversion?

3. Outsourced Role of Finance Director

\$8,333.00/month

Outsourcing the role of Finance Director means no PERS, Medicare, medical insurance, worker's compensation premiums, or unemployment taxes. Three members of our staff (Zoe McMaster, Kathee Ingram and Lee Goehler) will work on the City's account so there will be no downtime for vacations, sick days, etc. We will coordinate our schedules so that at least one staff member is always available to the City. As we discussed by phone, Integrity would be responsible for:

- Accounts Receivable
 - Water/Sewer details provided by City Clerk
 - Recording all income in proper categories
- Accounts Payable
 - Approximately 75 checks are imputed and printed every 2 weeks.
 - Additional information is needed on your checking printing.
 - Correctly recording all payments according to appropriations and operating budget.
- Monthly transfers between accounts, funds and investments.
- Advise City Council of fund balances, etc. Attend City Council meetings by zoom whenever possible or in person as needed.
- Assist with annual budget, especially when department heads request funding that is not available.
- Update Public Works Loans. Additional information will be needed on in-kind funds that were briefly mentioned by phone.
- Payroll
 - Biweekly payroll processing (in SSI until conversion complete) for all City employees and Police. Fire and EMS are handled by the Township and not the City. Most employees are on direct deposit for 4 still receive paper checks that need 2 signatures.
- For an easier transition, we would also request that a copy of the Certificate of Transition from your prior Fiscal Officer be submitted to us as soon as possible upon acceptance of our proposal.

Question

Do you print Voucher-style checks on a laser printer or use an old dot matrix printer?

Approvals

We would be pleased to have you as a client and hope this will begin a long and pleasant association! Should you require further references or a copy of our Errors and Omissions Insurance, they are available upon request. All Integrity staff are covered under our own Worker's Compensation policy, our Errors & Omissions Insurance and our organization has an A+ rating with the BBB. Please date and sign a copy of this letter and return it to us to acknowledge your agreement with the terms of this engagement.

We currently work with the New Albany Chamber of Commerce (Executive Director, Cherie Nelson, 614-855-4400), the Granville Area Chamber of Commerce (Executive Director, Steve Matheny, 740-587-4490), the Madison County Chamber of Commerce (Director, Jon McKanna), the Grow Licking County CIC (Director, Alexis Fitzsimmons, 740-281-3463) and the Springfield Township Park.

We will make no audit or other verification of the data you submit. We may provide reports that contain portions of financial information; these reports are for internal management use only. We will not provide any certified financial statements and will not perform any compilation, review or audit of any of the financial information. We do not at any time provide legal services of any type. We have not been requested to discover errors, misrepresentations, fraud, illegal acts, or theft. Therefore, have not included any procedures designed or intended to discover such acts, and you agree we have no responsibility to do so.

E. Engagement Fees

Retainer monthly fees are due by ACH on the 1st of each month. An initial payment of \$10,000 would be due when we begin the software conversion from SSI to UAN. The balance would be billed after the process has been completed.

Three-month contract beginning July 2022, continuing on a month-by-month basis thereafter. Software conversion and audit preparation to be determined at a later time.

Regards,

Kathee Ingram

Acknowledged:

DocuSigned by:  DC4B91C741E9470	Interim Manager	7/7/2022
Signature & Title		Date



**AN ORDINANCE AMENDING ORDINANCE 47-21,
THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF JOHNSTOWN TO
APPROVE NECESSARY CHANGES OF APPROPRIATIONS, AND DECLARING AN
EMERGENCY**

WHEREAS, the Council of the City of Johnstown adopted its annual appropriations for 2022 on December 14th, 2021; and

WHEREAS, the Council of the City of Johnstown does hereby desire to amend its appropriations to move costs from wages and benefits to contractual services as per its contract with Integrity Bookkeeping; and

WHEREAS, the net effect on the finances of the City of Johnstown will be **zero**, and the Fund balances are sufficient to cover these appropriations.

NOW THEREFORE, be it ordained by the Council of the CITY OF JOHNSTOWN, Licking County, Ohio, as follows:

Section One. That the appropriations for the General Fund, the Water Operations Fund, and the Sewer Operations Fund that were set forth in Ordinance 47-21, adopted by the Council of the City of Johnstown, State of Ohio, on December 14, 2021, be hereby amended to read as follows:

General Fund (Fund 1000)		\$	0.00
Move from Account 1000-725-512100	Salary – Finance Director	\$	-15,400.00
1000-725-521100	OPERS – Finance Director	\$	- 2,200.00
1000-725-521300	Medicare – Finance Director	\$	- 200.00
1000-725-522100	Medical Insurance – Finance Director	\$	-12,500.00
To Account 1000-725-534100	Accounting Fees	\$	30,300.00
NET EFFECT on Fund 1000		\$	0.00
Water Operations Fund (Fund 5101)		\$	0.00
Move from Account 5101-539-513100	Manager’s Salary	\$	-11,000.00
5101-539-521100	OPERS	\$	- 1,250.00
5101-539-521300	Medicare	\$	- 100.00
To Account 5101-539-534101	Accounting Fees	\$	12,350.00
NET EFFECT on Fund 5101		\$	0.00
Sewer Operations Fund (Fund 5201)		\$	0.00
Move from Account 5201-549-513100	Manager’s Salary	\$	-11,000.00
5201-549-521100	OPERS	\$	- 1,250.00
5201-549-521300	Medicare	\$	- 100.00
To Account 5201-549-534101	Accounting Fees	\$	12,350.00
NET EFFECT on Fund 5201		\$	0.00

Section Two. That this ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety or welfare; for the reason that there is an immediate need to pay outstanding invoices for accounting contractual services therefore, this ordinance shall take effect immediately upon its passage.

Section Three. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that meetings of any of its committees that resulted in such formal action where meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code and the Charter for the CITY OF JOHNSTOWN.

Date of Introduction: August 3, 2022

Public Hearing/Vote: August, 3, 2022

Effective:

BY: _____

Mayor Chip Dutcher

ATTEST TO:

APPROVED AS TO FORM:

Teresa Monroe, Clerk of Council

Yazan Ashrawi, Law Director