Finance Committee Meeting
Tuesday, March 5, 2024 - 5:00 PM
AGENDA

1. Call to Order
2. Action on Minutes
    a. February 20, 2024
3. Tax Proposal discussion
4. New Day Contract discussion
5. Other Business
6. Adjourn

Finance Committee
Tuesday, February 20, 2024 - 5:00 PM
MINUTES

1. Call to Order/Roll Call

   Present - Donald Barnard, Bob Orsini, Jeff Barr
   Absent - None

   Staff present - Sean Staneart - City Manager, Dave Delande - Finance Director, Rusty Smart - Chief of Police, Dave Selan - City Council, Tiffany Hollis - City Council, Wesley Kobel - City Council, Teresa Monroe - Clerk of Council

   Public present - None

2. Action on Minutes

   a. February 6, 2024

ACTION:	Jeff Barr moved to approve as written; Donald Barnard seconded and the vote was as follows:
AYES:	Donald Barnard, Bob Orsini, Jeff Barr
NOES:	None
ABSTAIN:	None

Passed 3 - 0

3. Accounting/Financial Assistant Job Description & position

   a. Job description

   Zoe has given her notice and is leaving Integrity Finance at the end of the month; they do not have the personnel to continue full service to Johnstown. Discussion on the necessity of filling this position. Based on Integrity's recommendation that the finance position is a two person job, committee reviewed the job description and had discussion and the primary duties of the new position; Accounts Payable, payroll, and office staff backup. Finance Director Dave Delande said this will allow him to focus on monthly reports, prepare for audits and items coming down the road; funding for water and sewer plant expansions and analyzing financials for TIF and NCA projects. Sean Staneart said his vision focuses on how to make the finance department more efficient, time to focus on policies will streamline costs to the city, there will also be more time to work on the budget and to be more line item specific. Mr. Staneart said there are also things he is doing that he will need to offload to the Finance Director, financial for some of TIF and roadway projects at the four hundred acres. They will need to work through a service agreement, that service agreement will take into account the twenty-eight to thirty-five million dollars that it is going to take to get this four hundred acres off the ground. All of these things are going to have to be compiled in a way that Dave will be able to analyze. There are opportunities that we are missing from a financial standpoint that we are not taking advantage of because we don't have the staff to do it. Mayor Barnard added that some people may not understand that yes, the former Finance Director was doing the job herself, but if you look at the firm that came in after her, they will say that she missed a lot because she was only one person, there was only so much she could do. Mr. Staneart added that we are a lot further along at this point in time, we never did NCA's or TIF's, or CRA's. Mr. Orsini said the city has been reactive as long as he has been involved, we need to get some proactivity in our finance department and the only way to do that is to lock in the time for it. Mr. Staneart said the money for this position is in the budget from what was allocated to Integrity.

Jeff Barr added that there should be a policy of no more paper checks, all should be electronic deposits. Mr. Staneart said he would support that, Mr. Delande agreed it would make payroll much easier.

Continued discussion on the position description and wage, committee amended the wage range to $50,000 - $75,000 annually, starting wage depending on experience, would prefer knowledge of UAN.

4. Committee feedback on draft Travel Policy

a. Policy Draft

The Travel and Personal City Car Usage Policy was presented at the last meeting. Discussion on city vehicles in the policy, with regard to take home use. Agreement that there needs to be a transition or sunset period as there are three employees that this will affect; himself, Jack Liggett and Rick Fitch. Sean Staneart said he would like to discuss it further with the city labor attorney. Sean Staneart said he would recommend getting the credit card policy finished and enacted immediately and the travel and car policy as a part of the Employee Handbook.

5. Other Business

1. The first reading of a resolution to amend sections of Chapter 921 to increase the shutoff charge is before council tonight. There is a recommendation from utility billing to also amend the section that states bills paid after the due date will be subject to a ten percent penalty charge, with the exception of those with a balance less than a minimum bill. Recommendation is to strike the exception.

2. Discussion on two properties at the end of McCracken that are located outside the city limit, one receives water only and one receives water and sewer; utility billing has questioned why both are paying an "in-town" rate. At least one of the accounts has been set up since 2009, it is unknown why they were given an in-town rate. City ordinance states that water and/or sewer users located outside the city limit shall pay a double rate. Sean Staneart said that now he has become aware of this, his recommendation is to follow the ordinance. Committee was in agreement; staff to reach out to inform, they may continue to receive services but at the out-of-town rate or if they have a desire to annex, they can continue to pay the in-town rate.

3. Sean Staneart said that with the TID doing the road improvements out on Duncan Plains and Clover Valley, there is a desire to get our infrastructure at least designed and that way whenever the road work is being done, we can have our infrastructure in at the same time that way they are not putting it in and we are ripping it out later. He said the only problem with that is, that we may not have a user online at that specific moment. However, we generally know that over the next five to ten years, it will transpire and the infrastructure needs to be in, some of it more likely in three years. Mink is a good example of that, Mink

to Duncan Plains will be heavily intensified. There is a concept on the table right now from EMH&T to do a thirty percent proposal, they would design thirty percent of it, get us some survey and critical pieces. The issue is that we would have to pay for this up front, New Albany Co. has committed that they would carry the loan and we could pay them over time if we didn't have it out of pocket immediately. Mr. Staneart elaborated further and said there will be a more formalized document coming for council review.

4. Sean Staneart said that as previously discussed, he would like to know if the traffic signal at Bigelow Drive is warranted before turning it on. Pulte cannot find the traffic study. Mr. Staneart has asked EMH&T what it would cost to get an evaluation, they said a warrant study for the light cost is $6-8,000; they could also do a broader evaluation of the larger area, they will provide costs.

5. EMH&T will provide some preliminary costs on the bumpouts downtown.

6. Concord Crossing West retention pond is not retaining water, the restriction plate is missing causing water to flow out at a high rate. Sean Staneart said before they put a plate back up, he would like to have it engineered to ensure the size is correct and they won't flood basements.

7. Income tax initiative; information from RITA for next meeting.

6. Adjourn

With no further business, the meeting adjourned at 6:24 pm.