Finance Committee Meeting
Tuesday, July 2, 2024 - 5:00 PM
AGENDA

1. Call to Order/Roll Call
2. Action on Minutes
    a. June 4, 2024
    b. June 18, 2024
3. Income Tax Year to Date - Update, Finance Director
4. Tax increase financial assistance program discussion
5. JYAA request for funding - continued discussion
6. Other Business
7. Adjourn

Finance Committee
Tuesday, June 4, 2024 - 5:00 PM
MINUTES

1. Call to Order/Roll Call

Committee Chair Donald Barnard called the Finance Committee meeting for June 4, 2024 to order at 5:00 pm

Present - Donald Barnard, Jeff Barr
Absent - Bob Orsini

Staff present - Sean Staneart, Dave Delande, Jack Liggett, Paul Hatfield, Teresa Monroe.

Public present - Frank Cea, Kevin Saghy

2. Action on Minutes

a. May 21, 2024

ACTION:	Donald Barnard moved to approve; Jeff Barr seconded and all were in favor.
AYES:	Donald Barnard, Jeff Barr
NOES:	None
ABSTAIN:	None

Passed 2 - 0

3. New Day Contract update

The city currently has separate contracts with New Day for water and for sewer. Sean Staneart said as the committee is aware, the sewer contract with New Day expired at the beginning of the year, he has been working with them to renegotiate. Mr. Staneart provided the committee with the proposal for two options discussed with New Day and reviewed them. The water contract with New Day is locked in until 2035; the second proposal discussed brings down the sewer rate but reopens the water contract to an increased rate and would combine the water and sewer rates into one two-year contract. If in two years New Day should walk away from everything, it would free up some significant capacity for the city, which we would probably have coming online at that point. However, if they would continue at an agreeable rate, we would like to keep them as a customer. Committee in favor of the second proposal discussed, contract to be drafted for committee review at next meeting.

4. Guaranteed Maximum Price (GMP) for the water plant

CMAR and GMP decision discussion on water plan expansion. One million gallons per day (mgd) is our current capacity. Sean Staneart presented options for GMP as follows:

1. Renovation of current plant adding capacity of .5mgd for total of 1.5mgd; cost $22.8 million.
2. Addition of a plant that adds 2 mgd capacity, no remodel of the existing plant, for a total of 3mgd; cost $34.5 million.
3. Addition of a plant that adds 2mdg capacity for a total of 3mgd, remodel of the existing; cost 43 million.

After discussions, Sean asked council members to digest the options and think about the information shared and follow-up with questions. This Guaranteed Maximum Price (GMP) locks in the price, Sean added that the longer we take to make the decision, the more at risk we are of that price moving.

5. City Communication Follow up Discussion

Frank Cea provided a General Master Services Agreement and reviewed services they would provide with cost options for committee review. Generally speaking, the service disciplines will be in technology, marketing and communications. The cost is $2,500 per month plus any subscription services that council chooses such as Hubspot, or costs of printing inserts for mailers. Committee recommendation to council is to move forward with contracting Cea Media for services. Motion passed 2-0.

6. Tax Spending Discussion

Not discussed.

7. Other Business

1. Jeff Barr said he would like to keep the conversation moving on JYAA's request for $14,000 to concrete their entrance/exit apron on Jersey Street. At last meeting, Mr. Barr was to ask JYAA about their annexation progress as well as the eight acres near the sewer plant. Jeff said that regarding the annexation, JYAA said they are pursuing building a structure for an indoor facility and that zoning would be easier under current township zoning rather than city so they are holding off on annexing. Regarding the eight acres, JYAA said they are not ready to part with that because they only have so much space. He said he would still like to recommend to full council that they grant the request to get the concrete apron on their driveway. Mr. Barnard asked if Jack Liggett had looked at it for an estimate, Mr. Liggett said he had not because there was the other conversation that it seemed cleaner if the city could tie in a purchase of the ground next to the sewer plant, that this would give money to JYAA for something they need and the city would get something back that may be useful. Jeff Barr continued discussion on what JYAA provides to the community and added that city trucks do use their entrance to get back to its well field. Mr. Barnard asked Mr. Barr to get something from JYAA on what exactly they will be doing, a formal quote, Mr. Barr said he has one and he will get it to council members.

Sean Staneart said it is his job to protect the city against liability and further discussions down the road so he will say his peace. He said he would recommend that council formally adopt a policy associated with funding non-profits, that would give them a line item in their budget that says they have "this much" to donate, that way they do not get into an open checkbook situation when other organizations ask for funding, there will be a limit and it is at councils discretion.

8. Adjourn

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

Passed 2 - 0

The meeting adjourned at 6:09 pm.

Finance Committee
Tuesday, June 18, 2024 - 5:00 PM
MINUTES

1. Call to Order/Roll Call

Committee Chair Donald Barnard called the Finance Committee meeting for June 18, 2024 to order at 5:04 pm

Members Present - Don Barnard, Bob Orsini, Jeff Barr
Absent - None

Staff present - Sean Staneart, Dave Delande, Rusty Smart, Dave Selan, Wesley Kobel, Rick Fitch, Teresa Monroe.

Public present - Jamie McNally, Nick Hubble

2. City Communication Follow up Discussion

Council proposed changes to the original Master Services Agreement, a six month contract term and that they could cancel with a ten day notice. Cea Media countered with two options:

Option # 1:

- $2500 monthly retainer
- Length of Agreement: 6-mo (7/1/24 through 12/31/24)'
- Work likely to commence in June 2024• Termination Option: 10-day notice, no cause. (mutually enacted)
- Recuperation amount. If agreement is terminated by City prior to October 1, 2024, City will pay a recuperation amount of $5,000 to Cea Media allowing the firm to recoup frontloaded hours and expected costs we will incur by servicing the City, managing these functions year to date.

Option # 2:

- $2500 monthly retainer
- Length of Agreement: 6-mo (7/1/24 through 12/31/24)
- Work to likely commence in June 2024
- Termination Option: 30-day notice, no cause (mutually enacted)
- Recuperation amount. If agreement is terminated by City prior to October 1, 2024, City will pay a recuperation amount of $3,750 to Cea Media allowing the firm to recoup frontloaded hours and expected costs we will incur by servicing the City, managing and supporting these functions year to date.

Committee agreed that a six-month time frame would get us through this fiscal year and allow a good assessment prior to a new budget year. Committee recommended Option # 2 to full council.

3. Spending - Potential Income Tax Increase

Mayor Barnard said the new tax would generate $2.1 million for the city. Discussion on priority items for the funds if the income tax levy passes.

- $1.4 million for roads and sidewalks
- $300,000 for safety and service
- $300,000 for city operations
- $150,000 for parks, trails and beautification

Committee to recommend as discussed. Discussion on a Resolution with commitments for a spending plan along with an annual or semi-annual report on spending.

Mayor Barnard said that the majority of our residents are going to get a tax savings because they work outside the city. Discussion on an Economic assistance program for residents who live and work in Johnstown and will not receive that savings and will be hit the hardest by the increase. The number of residents is believed to be around seven hundred. Discussion on potential parameters; no maximum income level, open to all who apply, five year sunset, must be over eighteen. Will bring discussion to full council.

4. New Day Contract Renewal

Sean Staneart reviewed the contract renewal discussed at last committee meeting, since then a contract has been drafted that both parties seem to be agreeable to. The renewed contract would open up the water contract and combine it with sewer. Sewer rate at .05 per gallon and water rate at .007 per gallon. Committee reviewed further details and was in favor of recommending approval to council. Legislation is on this evenings council agenda.

5. JAG Water & Sewer Master Plan Proposal

Sean Staneart said there were three things they went through at the beginning of the meeting, one was the NPDES permit (the hearing on July 16th), second, the 208 planning effort that probably has an expiration date at the end of the year. The other is a new fifteen county water study being done by the EPA with the Department of Development through Hazen & Sawyer and a couple other engineers. Sean said when they met with Hazen & Sawyer, there were questions presented. In the last six months there have been a lot of hypotheticals, we have collaborated with Granville, we have gotten numbers from Newark, we have gotten information from Alexandria and we have grown our partnership, but a lot of it has been verbiage, and at this point Hazen & Sawyer needs some of this in a formulated plan. They love the conceptual pieces we were talking about, they like the ability to link sewer systems together to have a bank of water and sewer if and when necessary. Southwest Licking has spent the last eight months putting together a plan, they have their initiative done and are able to present it. We do not have a plan for our initiative, so what they are asking here is to complete the work that Hazen & Sawyer is asking for and in order to do that, we are going to have to spend some money for a plan that also facilitates the 208 boundary areas. The price tag for this study is $124,000; there is a scope of services which will take a lot of the hypotheticals and theories, put them all together, utilize land use mapping, take MORPC's numbers, taking Comp Plan numbers and fold it all in. Granville has said they will participate in cost sharing and he will share feedback on a hard number as he gets it. He does not know at what level Alexandria will be able to come to the table, but believes they should contribute something. Bob Orsini said they have assets that would become useful in the future that they could participate with. Sean said the council agenda Resolution item tonight would authorize him to enter into a contract with EMH&T up to “X” amount that council feels comfortable with. Sean added that the only way we will get a "re-look" for the 208 boundary is if we have a plan done by professional engineers to present to the Ohio EPA, if we want an opportunity, this is the price of admission. After discussion, the committee felt sixty percent would be appropriate.

6. City Vehicle discussion

Rick Fitch said he wanted to provide some background for new members, he said this discussion on city vehicles started last year. In 2019 he was offered a job with Knox County, it came with a city vehicle to and from work. At the time, Johnstown countered and Jim Lenner granted him permission to drive a city vehicle to and from work, he has been doing that for five years now. He said it is a very valuable benefit to him.

ACTION:	Donald Barnard moved to enter Executive Wession to discuss employee compensation, with committee members, council members present and City Manager; Jeff Barr seconded and the vote was as follows:
AYES:	Donald Barnard, Bob Orsini, Jeff Barr
NOES:	None
ABSTAIN:	None

Passed 3 - 0

Committee entered executive Session at 6:10 pm and returned to Regular Session at 6:43 pm.

7. Other Business

No further business.

8. Adjourn

A motion to adjourn by Mr. Barnard, seconded by Mr. Barr passed 3-0. The meeting adjourned at 6:43 pm.