



Finance Committee Meeting
Tuesday, June 17, 2025 - 5:30 PM
AGENDA

1. Call to Order/Roll Call
2. Action on Minutes
 - a. January 21, 2025
 - b. February 18, 2025
 - c. March 18, 2025
3. Police Sergeant
4. Council salary discussion
5. Other Business
6. Adjourn



Finance Committee
Tuesday, January 21, 2025 - 5:00 PM
MINUTES

1. Call to Order/Roll Call

Committee Chair Donald Barnard called the Finance Committee meeting for January 21, 2025 to order at 5:08 pm

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

Staff present - Sean Staneart, Dave Delande, Jack Liggett, Rusty Smart, Dave Selan, Teresa Monroe.

Public present – None

2. Action on Minutes. September 3, 2024; October 1, 2024; October 15, 2024; October 28, 2024;

ACTION: Donald Barnard moved to approve all en bloc as written; Bob Orsini seconded and all were in favor.

AYES: Donald Barnard, Bob Orsini, Jeff Barr

NOES: None

ABSTAIN: None

Passed 3 – 0

3. Purchase and Lease contract review & discussion

Sean Staneart reviewed highlights of the purchase and lease contracts for the school purchase of the city administrative building. The purchase price is \$1.2 million, possession would be set as a provision when the contract is executed, that it would happen within so many days. Part of the purchase contract is Exhibit B which is the lease (of office space back to the city). Committee review and questions, discussion on the CAM costs for the admin building and budgeted funds for rent of the old firehouse for PD if that materializes. Jack Liggett asked what areas he would continue to have use of in the administration building, Mr. Staneart said we would still retain the use of the back garage (the old salt temple) and the existing internal offices, admin and PD. Discussion on the likely need to expand the street department building for the vehicle storage they are losing. Discussion on city owned property that could be potential sites for future police department/administrative offices.

The resolution authorizing the City Manager to sign the contract is on the council agenda this evening.

4. Other Business

1. Audit update, for 2020-2021 the Finance Director needs to gather three more things requested, bank statements for the General fund, PO listing for 202, and a missing check.

5. Adjourn

ACTION: Donald Barnard moved to adjourn; Bob Orsini seconded and the vote was as follows:

AYES: Donald Barnard, Bob Orsini, Jeff Barr

NOES: None

ABSTAIN: None

Passed 3 - 0

The meeting ended at 5:48 pm.



Finance Committee
Tuesday, February 18, 2025 - 5:00 PM
MINUTES

1. Call to Order/Roll Call

Committee Chair Donald Barnard called the Finance Committee meeting for February 18, 2025 to order at 5:03 pm

Members Present - Don Barnard, Bob Orsini, Jeff Barr

Absent - None

Staff present - Sean Staneart, Dave Delande, Rusty Smart, Dave Selan, Teresa Monroe.

Public present - Nick Hubbell

2. Cea Media contract renewal

Discussion on renewal and the new Master Services Agreement for \$3,000 per month. Sean Staneart said the middle of last year, the city retained the services of Cea Media for communicating messages to residents, at that point it was \$2,500 a month, and that is what was budgeted for this year, he wanted to bring this increase to committee for review. Committee review of the agreement, there were questions on services listed for economic development and event management. Mr. Barr said this new agreement is for \$36,000 per year and there are other commitments the city has coming up to pay for such as the lease payback/CAM payments to the school which is about that same amount, and the labor contract is still in negotiation. Sean Staneart said he did have concerns with the increased cost and the defined scope, he would prefer to narrow the scope and go back to the \$2,500, Mr. Barnard said he would be good with that. Mr. Orsini said he did not see the need to expand the scope at all at this point, he would like to see what is being utilized by the public, his original intent was to have a way to communicate with the people in our community that are not interested in going to Facebook etc, they wanted something presented in a written format to understand what is happening, beyond that, he thinks maybe we will get there, but we're not there. Mr. Barr said he would need a little more arm twisting to think that we are getting some ROI on this. Mr. Barnard said he thinks there needs to be a way to get information on what we are trying to do with the city to our residents and he doesn't know how else to do that, Mr. Orsini said he would agree with that. Sean said he would get with Mr. Cea on the scope of services and let him know what was budgeted.

Discussion on the potential for sharing the school communications specialist; committee direction to inquire with Dr. Wagner.

3. Other Business

1. Mr. Barnard asked the Finance Director for a report on what the costs are going to be with the CAM rate, what other costs will we be paying on top of that like utility and then compare that to what we paid in 2024 for full utilities and everything we paid that we will not have to pay now, will we see savings partnering with the school. Sean said it will be

savings on money not spent, work that would need to be done such as the parking lot and building roof.

2. Chief Smart said he is losing two officers and will likely be hiring for three now. Mr. Stanearth said this informational, this will go to Safety Service.

4. Adjourn

ACTION: Donald Barnard moved to adjourn; Bob Orsini seconded and all were in favor

AYES: Donald Barnard, Bob Orsini, Jeff Barr

NOES: None

ABSTAIN: None

Passed 3 - 0

The meeting ended at 5:30 pm

DRAFT



Finance Committee
Tuesday, March 18, 2025 - 5:00 PM
MINUTES

1. Call to Order/Roll Call

Committee Chair Donald Barnard called the Finance Committee meeting for March 18, 2025 to order at 5:12 pm.

Present - Donald Barnard, Bob Orsini

Absent - Jeff Barr

Staff present - Sean Staneart, Dave Delande, Jack Liggett, Rusty Smart, Dave Selan, Teresa Monroe.

Public present - Nick Hubbell

2. City Planner position/salary discussion

Sean Staneart said the city posted the planner position in January, salary range is \$58,000-\$85,000 and they have had five people show interest, one had a degree in the field and minimal job experience but when he reached out, he had already taken a position with another city. The other four interested have degrees, but nothing in the planning field. With limited applicants, Mr. Staneart asked if they should increase the salary range to encourage any currently employed planners to apply. He said he is not looking for someone with an extensive amount of experience, that we have MKSK, and the idea was to keep them on at least for a year or year and a half for the new planner to learn from and get guidance. Mr. Staneart said his thought is to take the salary top to \$95,000, that the budget for this year can handle it because they were originally going to bring this person in at the beginning of the year. Mr. Barnard said he spoke with Mr. Barr, he had no objection to taking it to the low nineties. Bob Orsini said he would be good with the pay range proposed, Mr. Barnard said he is good with \$95,000, Mr. Orsini said or \$94,000 based on Mr. Barr's comment. Discussion on the potential for school reimbursement.

ACTION: Donald Barnard moved to increase the city planner position up to \$94,000; Bob Orsini seconded and all were in favor.

AYES: Donald Barnard, Bob Orsini

NOES: None

ABSTAIN: None

Passed 2 - 0

Sean Staneart said that in the past, the city has set wage scales by ordinance, and that has not been done in a while, he needs to check if the budget is authorization enough or if the pay scales need to be updated. He is not opposed to either but they should take a look as there have been percentage increases every year and there are probably cases where

people are not inside of the last scale. He added that council authorized the budget with the reflection that these positions and departments would have that expenditure. Direction to bring up in other business to full council.

3. Action on Minutes

ACTION: Bob Orsini moved to approve en bloc; Donald Barnard seconded and all were in favor.

AYES: Donald Barnard, Bob Orsini

NOES: None

ABSTAIN: None

Passed 2 - 0

a. November 6, 2024

b. November 14, 2024

c. November 18, 2024

d. November 19, 2024

4. Other Business

1. Finance Director Dave Delande said he wanted to bring up returning to work after retirement, pertaining to himself. He is looking to retire July 1 of this year, but would like to rehire. There is a notice of reemployment that has to be signed by the city and sent to OPERS, he wants to make sure the committee, full council and the city manager are in agreement with this. Mr. Delande said it will not affect the city's finances, Mr. Orsini said he is completely ok with it. Mr. Stanearth consulted the City Charter which states that the Director of Finance shall be appointed and removed by the manager subject to the consent and approval by council, a resolution to rehire will need to come before council.

5. Adjourn

ACTION: Donald Barnard moved to adjourn; Bob Orsini seconded and all were in favor.

AYES: Donald Barnard, Bob Orsini

NOES: None

ABSTAIN: None

Passed 2 - 0

The meeting adjourned at 5:36 pm.