Finance Committee
Tuesday, February 16, 2021 - 5:00 PM
MINUTES

1. Call to Order

   Committee Chair Benjamin Lee called the Finance Committee meeting for February 16, 2021 to order at 5:01 pm

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

   Staff present - Jim Lenner, Dana Steffan, Bailey Klimchak, Chief Haroon, Jim Blair, Teresa Monroe.

   Public present - None

2. Action on Minutes

   a. January 19, 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

   Finance Director report, Revenue and Expense report and Bank to Book Reconciliation report were submitted in the packet. Finance Director added that she was trying to get the financials done for the year and get them filed on time; noted a few things to book were missed in January but are noted on the reconciliation and will be booked in February. Ms. Robertson inquired on payroll direct deposit; Ms. Steffan said a few employees currently do not have but new employees are required to enroll. Ms. Robertson said that would be her recommendation as well, to avoid delays in reconciliation. Mr. Lee noted collected revenues are trending ahead of 2020.

Committee Goals

1. Multi-year CIP Plan; Manager to provide quarterly
2. Get Budget Stabilization Fund back to $500,000
3. Keep water sewer & rate increase to less than five percent
4. Meet annual budget deadlines

4. Loan/Grant Updates

   a. 0% Interest Loans

      Mr. Lenner said there was no update yet on OPWC award. The zero percent loan process for the new water tower has been officially scrapped. Still working on the loan for the sanitary sewer on Jersey and currently the State Infrastructure Bank has our application and waiting on committee review. The grant for Project Mastodon came through and is a direct contribution to the village; will have the RFP out to secure an engineer for design, likely to be built next year. The grant for $500,000 is in addition to the $100,000 from ODOT Jobs and Commerce so we have $600,000 of the one million.

   b. OPWC Applications

      Mr. Lee asked when to expect word on the OPWC applications; Mr. Lenner said it is not known. Mr. Lee said with respect to the General Fund and CIP, that as soon as there is indication from OPWC, there may be a need for a Special Finance Committee meeting to understand what was accepted and what wasn't and go through contingencies.

5. Review New Legislation

   a. PD Wage Ordinance / Agenda Report

      Chief Haroon reviewed his agenda report provided with the packet and his proposal to adjust the pay ranges for Police Department positions. Chief Haroon stated the wage ordinance passed last year did not reflect a raise for many department positions and with his review of other Police Department salaries would like to make adjustments to the pay ranges. He added that the proposal would not fiscally impact 2021 and in 2022 would be a very slight increase.

      Chairman Lee said committee would like to hold an Executive Session at the end of tonight's Council meeting to specifically talk about wages and compensation for village employees as it relates to this ordinance update. Ms. Robertson agreed and added that all Council members should have a full understanding of the Ordinance prior to voting in two weeks. Mr. Lenner noted a suspension of Council Rules of Order would be needed to waive the 24 hour notice.

      Mayor Dutcher asked if others were up against the top of their range and would the plan be to adjust all ranges. Ms. Steffan said there are a couple positions that are near the maximum right now and thinks it would be wise to have a more complete discussion on all before passage to avoid doing two wage ordinances in the same year; Ms. Steffan to pass along current wage information to Council.

      Mr. Lee asked Chief Haroon which agencies he compared wages against. Chief Haroon said the Licking County Sheriff’s Office, Heath, Hebron and Granville.

6. Planning and Zoning - Full Time Equivalent Inspector/Enforcement consideration

   Chairman Lee prompted discussion on planning and zoning and how to distribute hours, wages and benefits between the current role of Zoning Inspector and a more defined roll around code enforcement; justification of conversation is the size of the village, the complexity of things coming in, the complexity of the zoning code update in review and the amount of time it takes to get things done. Mr. Lee said the Zoning Inspector position is technically a part-time position at this point and the expectation that all and more can be done within a part-time position is probably unreasonable. Staff has been working to put together cost analysis on various employment/position scenarios. Discussion on potential for another full time position to handle permit intake, review, approval and inspection, leaving the part-time position for property code enforcement. Village Planner opinion is that the current part-time position is not sustainable with the village growth and permit volume. Committee in favor of pursuing a plan; Village Manager, Finance Director and Village Planner to work toward what a package could look like with regard to position roles and financials.

7. PD - Security renovation costs

Chief Haroon reviewed his agenda report with construction plans and cost analysis for security renovations to the Police Department. Total estimate to include general labor ($1500), electrical work $1,000), and keyless access points within the department ($5,700) as well as Council chambers ($4,500); proposed total of $11,500.00. Committee and staff in agreement that this is a high priority and addresses several safety and security aspects

ACTION:	Benjamin Lee moved to go forward with this being funded by Ordinance at the next meeting; Cheryl Robertson seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None
	Passed 3 - 0

Finance Director confirmed that the total approved expenditure from General Fund would be $11,500 to include the security access for Council Chambers.

8. PD - Cruiser #3 replacement

Chief Haroon reviewed his agenda report and assessment of Patrol Car #3 condition and request for replacement. The vehicle is ten years old, has 170,000 miles and is on its second engine; this car has been placed out of service due to repairs needed. Discussion on financing; typically a three year bank loan at 3-4 percent with semi-annual payments.

ACTION:	Cheryl Robertson moved to go ahead with the purchase of the replacement of patrol car number three; Mayor Dutcher seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson

NOES:	None
ABSTAIN:	None

Passed 3 - 0

Finance Director to work with bank on the loan and prepare budget Ordinance for Council in two weeks; proposal is $55,000

9. Other Business

   None

10. Adjourn

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

Passed 3 - 0

Meeting adjourned at 6:10 p.m.