
COUNCIL PROCEEDINGS

VILLAGE OF GEORGETOWN, OHIO

MINUTES

Budget Committee Meeting Village of Georgetown June 10, 2020

The Village of Georgetown Budget Committee convened in regular session on Wednesday, June 10, 2020 from 2:00 p.m. until 3:39 p.m. in the Georgetown Municipal Building, Council Chambers. Chairperson Andy Clift called the meeting to order with the following council members present: Councilmember Wade Highlander and Councilmember Kelly Cornette (arrived at 2:27 p.m.). Employees present: Administrator Tyler Thompson and Fiscal Officer Natalie Newberry. Mayor Dale Cahall was absent.

GENERAL BUSINESS:

The minutes of the regularly scheduled Budget Committee meeting held on April 23, 2020 were reviewed. Councilmember Highlander made a motion to approve the minutes with a second from Councilmember Clift. With no objections motion carried.

Councilmember Clift reviewed discussion items from the last meeting and asked the committee if the Village should still wait on the park grant due to the economy. The park grant is approximately a \$120,000 expense on the Village General Fund. Administrator Thompson reminded the committee that the grant application is not due until November of this year. Discussion held. It was the consensus of the committee to wait till closer to the application deadline to review again and make a decision.

Councilmember Clift brought the topic of implementing a pay scale proposed by the Human Resources Committee to the table. The new scale is set up with a minimum and maximum range for each full-time and part-time position within the departments. Councilmember Highlander asked if the maximums were on the higher end and the scale had been discussed with the supervisors. Administrator Thompson has met with each supervisor and reviewed the scale. A comparison for each job title was completed in a salary survey and then the minimum and maximum of those ranges were taken for our scale. The new scale should offer more flexibility to supervisors when hiring in new staff or when employees start exceeding expectations. Councilmember Clift shared that the Human Resources Committee will be looking into doing a benefits survey after they finish with the personnel manual; but felt that having an attractive base rate was very important. Administrator Thompson recommended a review of the pay scale at a minimum of every two years. Councilmember Clift said the question from the Human Resources Committee was how to implement the new scale. Discussion held. It was the consensus of the committee to implement the new scale as a whole.

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Administrator Thompson explained a proposed engineering plan from Structurepoint. This was the final choice that resulted from him along with utility supervisors Travis Bonar, Derek Copas, Jerry Cooper and Tom Hurley, going through submitted proposals after a request for qualifications advertisement. Having a significant infrastructure plan and master plan is a topic that has been discussed in different committees and at the council retreat in January. The proposed plan should allow the Village to see when there is a need for grants to fund a major project; see what underground utilities need repaired prior to paving streets; and be prepared for grant applications since most grants asks for a master plan or breakdown of infrastructure assets. The Ohio EPA requires the Village to submit a report of assets that includes inventory, schematics and a long term plan for those assets. Administrator Thompson showed the committee over a dozen pictures of streets, catch basins, storm drainage, liftstations, water towers and electric substations all in need of some repairs. Administrator Thompson explained that the Utility Services Committee has reviewed the proposed project and in order to move forward he would now need the approval of the budget amendments related to the project costs. The committee was presented with a supplemental appropriation and an intra-fund transfer that would allow for the expense of completing the infrastructure engineering project for Village utilities by Structurepoint. Councilmember Highlander asked if the State gave a minimum of what it requires on the reporting. Administrator Thompson said the requirements are vague; but recommended having a plan that would identify major projects. Councilmember Highlander asked what results were received from the RFQ and the total cost for the proposed plan. Administrator Thompson and the supervisors ranked the companies and Structurepoint was the highest. The total cost of \$607,739.02 would be broken down between the different funds at approximately \$29,300 from the water fund, \$177,200 from the sewer fund, \$123,400 from the electric and \$104,200 from the street fund. The remainder needed to cover the expenses for the electric and sewer portion would come from previously budgeted items being put on hold and instead use those funds to for this expense. Discussion held on the current fund balances. This project does include some maintenance costs for things that would need to be done in order to complete the project. Councilmember Cornette asked what the Utility Services Committee thought regarding the project. Administrator Thompson shared that it was the consensus of the committee to move forward with the project and present it to the budget committee before taking it to Council at tomorrow's meeting. Councilmember Highlander asked what were the costs submitted by the other companies. Administrator Thompson shared that in Ohio, costs are not submitted with RFQ's until the company is picked; and that it is only with request for proposals (RFP) that costs are received at time of bidding. Administrator Thompson will check with Solicitor Braun regarding putting out an RFP after the Village received RFQ's. Discussion held on receiving more bids and the fee schedule in the proposed plan. Councilmember Highlander felt that it was a good project but wanted to make sure that the Village received the best price. Councilmember Cornette suggested holding off for now and asking for pricing for the project to be done in stages; and mentioned she would like to see competitive bids. Councilmember Clift suggested fixing the lines held up by straps with current funds and also thought it would be better to do the project in phases. Councilmember Highlander

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concluded that the committee agrees it needs done but at what cost to the Village. The Village should be best informed when looking at this large of an expense for a project. Discussion held on possible upgrades being mandated by the state. It was the consensus of the committee to have Administrator Thompson check with Solicitor Braun regarding asking for a backup cost and then revisit this at the next Budget Committee meeting so they can make the best possible decision for the Village. It was also concluded to get a cost breakdown for a phased approach.

The committee reviewed a depositor resolution that would add State Treasury Asset Reserve of Ohio (STAR Ohio) as one of our allowable depositories; and would increase our basis points on our funds. State management accounts are typically more competitive and have higher interest rates than local banks. Discussion held. This resolution will be brought to the next Council meeting.

The committee reviewed an informational budget calendar that Administrator Thompson put together as he begins getting involved with the budget process. Administrator Thompson plans to have an in-depth breakdown of funds for the past five years and project out five years for the review at the July meeting.

ANNOUNCEMENTS:

The next regular Budget Committee meeting will be Thursday, July 23, 2020 at 6:00 p.m. in the Georgetown Municipal Building, Council Chambers. Councilmember Cornette made a motion to adjourn the meeting with a second from Councilmember Highlander. Meeting adjourned.



Georgetown Mayor

Georgetown Fiscal Officer