
COUNCIL PROCEEDINGS

VILLAGE OF GEORGETOWN, OHIO

MINUTES

Budget Committee Meeting Village of Georgetown July 30, 2020

The Village of Georgetown Budget Committee convened in regular session on Wednesday, July 30, 2020 from 5:00 p.m. until 6:35 p.m. in the Georgetown Municipal Building, Council Chambers. Mayor Dale Cahall called the meeting to order with the following council members present: Councilmember Wade Highlander and Councilmember Kelly Cornette. Councilmember Andy Clift was absent. Employees present: Administrator Tyler Thompson and Fiscal Officer Natalie Newberry

GENERAL BUSINESS:

Administrator Thompson updated the committee on the additional bids received on the infrastructure engineering project. Council has asked for more bids other than the top pick chosen by the Administrator and department supervisors during the request for qualifications (RFQ) process. Structurepoint was the top pick with Fishbeck as second and Jones and Henry as third pick. Fishbeck reached back to Administrator Thompson and said they would have a similar price as Structurepoint but could do a much smaller scoped project for less if Georgetown preferred that. Jones and Henry's estimate came in at \$602,900 and also said they could reduce the scope of work to work within the Village's budget. Councilmember Highlander shared that he felt this was a great project but felt it needs to be split between two fiscal years. Administrator Thompson pointed out that the Village moved forward with some of the emergency projects originally included the scope of work; but felt that at this point it would not hurt the project to be split between two years. Based off of staff rating Administrator Thompson would still recommend using Structurepoint with a formal contract stating that the first \$300,000 of the work will be done this year and the remaining \$300,000 in the next year. Councilmember Cornette asked about receiving a copy of the Jones and Henry estimate; and shared that it felt like the Village was spending a lot of money in an environment that we don't know what is going to happen. Councilmember Cornette brought up the utility flexnet tower and firehouse renovations as large important projects that the Village has already started. Fiscal Officer Newberry reminded the committee that once Council makes a decision there will be a big expense in removing the mold from the Water/Street building that will need to be appropriated. Mayor Cahall noted that the expense for the tower was already appropriated for in this year's expenditures so a supplemental would not be needed. Discussion held. Mayor Cahall felt like the committee would rather wait six months and asked Administrator Thompson if this delay would be detrimental to the projects or major problem areas. Administrator Thompson felt this would just add six months more of age to identifying those major problems in the infrastructure; and feels

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this is the first step to determining a five, ten or twenty year plan. Discussion held. Councilmember Cornette asked if the weather would impact the project. Administrator Thompson thought it might some but overall the project could be done all year round. Councilmember Highlander asked how many man hours were involved compared to the pricing. The sewer clean-out was the biggest portion of the project and requires two individuals on the truck each time and office staff to do the condition assessment. Whereas all members of the committee present tonight agreed that this is an extremely important project; the higher expense led them to consider that this project would be more financially feasible to separate in to two fiscal years beginning with year 2021. The committee will continue to re-evaluate this project at later meetings for part of the 2021 budget. It was also concluded that since the additional bids were comparable in price to move forward with the recommendation of the Superintendents. Administrator Thompson will reach out to Structurepoint. Councilmember Cornette asked if there was an opportunity to have education around this project for Council and for the community. Discussion held. Administrator Thompson suggested that the engineers could come to a Council meeting and that the committee could take a field trip to the different departments. It was concluded to have the engineers come to Council to give a 30-45 minute presentation.

Fiscal Officer Newberry presented a 2021 temporary budget; noting the infrastructure project was not in the numbers today because Council had not given the okay to move forward at the time. Discussion held on the cemetery fund balance projection at the end of fiscal year 2021 is approximately \$149.00. That balance will not be able to pay for the mowing contract the following year. Discussion held that the only revenue received by the cemetery fund is sixty percent of all graves sold and one hundred percent of opening and closing fees. Discussion held on the seasonal part-time park position discussed last year but was held off on filling the position due to the covid19 pandemic and not knowing what the economy would look like. Councilmember Cornette felt that the part-time park person was not talked about enough in this committee to have it included in the budget; and asked if the Community Development Committee discussed this position. Councilmember Highlander suggested that the Community Development Committee put together a proposal of need and then come to Council for discussion. At this time, Fiscal Officer Newberry will remove the monies that were appropriated for this position and put on the agenda for the next Community Development Committee meeting. The committee also discussed the annual costs for a solicitor and that economic developer, Jason Hamman costs will now be one hundred percent out of the general fund.

Administrator Thompson presented the committee with five-year fund projections for the general, electric, sewer and water funds. The general fund projection showed relatively healthy in five years where as the water fund shows that it will need attention sooner with possibly a need of a rate increase. Administrator Thompson shared that while all funds are different, according to the Government Finance Officers Association the general fund should have a minimum balance of three months' worth of expenditures at all times; and recommended more for our size organization. It was also recommended that the Village

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adopt a fund balance policy for all funds; but especially the general fund so that the bottom line can never drop below a certain percent of a year worth of expenditures. Discussion held on how the Village could improve the revenue in the general fund. Councilmember Cornette referenced back to a presentation by former Administrator Jeremy German where it portrayed similar reductions in balances as this projection and that is not the direction we want to go again. Administrator Thompson would like to finish the fund projections on other funds and go over the numbers and budget more in a month.

ANNOUNCEMENTS:

The next regular Budget Committee meeting will be Tuesday, August 18, 2020 at 3:00 p.m. in the Georgetown Municipal Building, Council Chambers. Meeting adjourned.



Georgetown Mayor



Georgetown Fiscal Officer