

CIRCLEVILLE FINANCE COMMITTEE MINUTES 8-23-2022

Circleville City Finance Committee convened in City Council Chambers, 127 South Court St, Circleville, OH. Tuesday, August 23, 2022, at 6:00 pm. Roll call, Chair: Michelle Blanton and Cmte Members present: Katie Logan Hedges and Todd Brady. Clerk, Brandi Spencer.

Invited Guests: City Auditor Mark Bidwell and Jeff Rawlins, Uptown Circleville Chair

Chairperson Blanton called the meeting to order at 6:00 pm. The minutes for June 28, 2022, and July 13, 2022, will be approved at the next finance cmte mtg.

NEW BUSINESS

a. An Ordinance to Accept The City's Share Of the Local Government Funds From The OneOhio Distributor Opioid Settlement, Affirming that Process Received From This Settlement be Expended Only For Approved Purposes As Required By The OneOhio Memorandum Of Understanding, Establishing A Separate Fund Known As The Opioid Settlement Fund 254 And Declaring An Emergency.

Blanton explained these are funds from the Opioid settlement, coming from the Auditor of State and he Ohio Attorney General's Office. Documentation was provided committee from the Mayor who sits on Region 9 committee that decides how these funds are being spent. This documentation recommends that each subdivision accept these funds by a written ordinance or resolution. These funds should be placed in a separate fund and only used for the approved purposes as required of OneOhio Memorandum Understanding. This ordinance is establishing the funds and accepting the funds, at a later date a companion ordinance will be drafted to establish how the funds will be used.

MOTION: Hedges motioned to forward this ordinance to the September 6, 2022, Council meeting for passage. Brady seconded. Roll call. (3 Yeas – 0 Nays).

b. An Ordinance Establishing A Grant Fund Known As the "Justice Reinvestment And Incentive Grant Fund 260" A Grant Fund Known As The "(JRIG)" Incentive Grant Fund 263" A Grant Fund Known As The "Specialized Docket Subsidy Grant Fund 266" And A Grant Fund Known As The "Addiction Treatment Grant Fund 267" And Declaring An Emergency.

Blanton explained this ordinance comes from a previous council meeting with Judge Peters where it was approved apply for grants. Ohio Revised Code Requires Subdivisions to establish separate funds for each class of revenue derived from a source other than the general property tax, which the law requires to be used for a particular purpose. This ordinance is regarding previous grant funds they have already received to be placed in funds and create other grant funds for other funds they are applying for,

Auditor Mark Bidwell stated there are two funds that sound identical to each other. JRIG fund is paid out yearly but does not arrive until the middle of our fiscal year, in order to be able to accept those funds and have a fund available. He explained how there must be two separate funds in order to use the funds and keep them separate so they can be tracked. They also will receive an incentive grant for doing the grants correctly.

Hedges asked if they apply for these same grants again next year is it correct there will not be a new ordinance? Auditor Mark Bidwell stated that is correct.

MOTION:

Brady motioned to forward this ordinance to the September 6, 2022, Council meeting for passage. Hedges seconded. Roll call. (3 Yeas – 0 Nays).

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c. A Resolution Authorizing Transfer Of Grant Funds From Fund 257 to Fund 101 In Accordance With The Guidelines Established By The U.S. Treasury Office of Inspector General (OIG) And Declaring An Emergency.

The City of Circleville is permitted to use the American Rescue Plan Act Funds (ARPA) for various purposes which are in compliance with the guidelines and within certain defined categories as established by the U.S. Treasury Office of Inspector General. Bidwell explained that on January 6, 2022, the US Treasury Office changed their requirement for the ARPA Funds and any city can use up to \$10 million as lost revenue. This gives us the ability to use it how Council determines necessary. Instead of being kept in a separate fund, it can be placed in the General Fund to be used as needed.

MOTION:

Brady motioned to forward this ordinance to the September 6, 2022, Council meeting for passage. Brady seconded. Roll call. (3 Yeas – 0 Nays). Motion carried.

d. An Ordinance Amending Ordinance NOS. 09-65-2015, 02-12-2010, 11-73-2018, And 12-65-2021 Implementing A Uniform Compensation System For the Non-Bargaining Unit Positions Of The City Of Circleville And Declaring An Emergency.

Blanton stated this ordinance is not ready to come before the committee.

MOTION:

Hedges motioned to remove this ordinance from agenda, Brady seconded. (3 Yeas 0 Nays).

e. An Ordinance Amending The Amending The Annual Appropriation Ordinance In The Fire Loss Prevention Fund 257 The Specialized Docket Subsidy grant Fund 266 And The Addiction Treatment Grant Fund 267 Of The City Of Circleville.

Bidwell explained this is a housekeeping financial ordinance for appropriating funds in the different accounts.

MOTION:

Hedges motioned to forward this ordinance to the September 6, 2022, Council meeting for Passage. Brady Seconded Roll Call. (3 Yeas-0 Nays). Motion carried.

f. An Ordinance Amending The Annual Appropriation Ordinance In The General Fund 101 FEMA Public Assistance Grant Fund 246 Park Improvement Debt Issuance Fund 252 Water Plant rehabilitation Plant Fund 828 And The Sewage Replacement Fund 924 of the City Of Circleville.

Bidwell explained the General Fund appropriation is for Council to upgrade the City Council chambers, FEMA is for funds that were received for EMS Vehicle, the funds that were received were less and needed to be adjusted. Park Issuance Debt Fund appropriations are for money currently not appropriated for and in order to refinance and finish the park this year. The Water Rehabilitation Fund request from Public Utilities to increase their available funds.

Blanton stated she did peak with Barry Keller before the meeting, and he will be detailing what the upgrades for the technology improvements in Council chambers.

MOTION:

Brady motioned to forward this ordinance to the September 6, 2022, Council meeting with recommendation for passage. Hedges seconded. Roll Call. (3 Yeas-0 Nays). Motion carried.

g. An Ordinance Amending Section 127.04 Of The Codified Ordinances Of The City Of Circleville To Establish Two Full-Time Positions of Account Clerk And One Part Time Account Clerk Position Within The Office Of The Auditor For The City Of Circleville And Declaring An Emergency.

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Bidwell stated he currently has a full-time Deputy Auditor and a full-time Accounts Payable clerk. There are also two part time positions that are available. In order to fill this position, it will be difficult to find a qualified person to fill this position part time. This ordinance will allow the Auditor's Office to hire a full-time person while keeping a part time position as well.

Hedges asked what the increase in cost would be. Bidwell stated he does not have the exact numbers, but there would be a very small change. Hedges asked if this were to be passed would this be immediate? Bidwell stated Yes, he needs this position immediately due to a resignation. Hedges asked if this would keep them under budget and would he need to fill the part time position.

Bidwell stated Yes, they would still be under budget. With the advancement of technology, he does not see the need to fill the part time position right now, if a full-time position is added. Hedges stated she does agree there needs to be a full-time position, but she would like to see the numbers.

Blanton stated that since this person would be hired during fourth quarter this would be budgeted for the 2023. Blanton would also like to see what the numbers would look like.

MOTION:

Brady motioned to forward this ordinance to the September 6, 2022, Council meeting with recommendation for passage. Hedges seconded. Roll Call. (3 Yeas-0 Nays). Motion Carried.

h. A Resolution Authorizing The Auditor Of The City Of Circleville to Enter Into A Pledge Agreement to Make Payment Of A Portion Of The Salary For The Executive Director Of Uptown Circleville.

Blanton stated this has been changed from an ordinance to a resolution so that Uptown Circleville could have a document to assist in obtaining funds from other sources for their Executive Director position.

Jeff Rawlins explained what he discussed with director of Main Street that an acceptable salary is for an executive director and that salary was \$75,000. They are seeking 1/3 from the City, 1/3 from the commissioners, and 1/3 from Uptown Circleville themselves.

Hedges asked if the commissioners have committed to the position yet? And what happens if they do not commit to the position. Rawlins stated they have been considering what they would do if they could not obtain the funds to fully fund a full time Executive director. Rawlins stated they would look into different ways to make the funding obtained work, including making the position a part time position.

Hedges stated her question was that the city would provide \$25,000, or one third, as the City would be one of three entities providing the funding for the position, what would happen if they were not able to fund the full \$75,000 and the amount was reduced to \$50,000 would the City still be expected to pay \$25,000 or would it be reduced to the 1/3 of that amount?

Rawlins stated that if they were not able to secure full funding that everything would change and that there would be a need to revisit the resolution. Rawlins stated he would come back with a new proposal and new job description at that point.

Blanton asked if Downtown Circleville had obtained a copy of an agreement showing how the Municipal Funds Heritage Ohio? Rawlins stated he had not yet been able to obtain these documents yet. Blanton stated that they would like to see these before they issue the funds to Downtown Circleville.

MOTION:

Hedges motioned to move the resolution to the September 6, 2022, City Council meeting with a recommendation for passage. Brady Seconded. Roll call. (3 Yeas -0 Nays). Motion Carried.

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An Ordinance Providing For the Issuance and Sale Of Bonds In the Maximum Principle Amount Of \$2,500,000 For The Purpose Of Paying And Recreational facilities Including Ted Lewis Park To Include Among Other Things Designing And Installing Concessions, Playground equipment, Amphitheater Seating, Plaza And garden, restrooms, Splash Pad, Mechanical Building and Storage, Improving Ball Fields, Shelters, Constructing Certain Roadway Improvements Including Excavating, Grading, Paving, Curbing, an Installing Sidewalks And Walkways, Any Related Public Utility Improvements, Landscaping, Pole Removal, Street Lighting, And Signage, And Improving The Site Therefor, Together With All Driveways, Roads, Parking Facilities, and Other Necessary Appurtenances Thereto, And declaring An Emergency.

Bidwell stated this gives us the ability to pay back on the bonds issued on Ordinance 09-4-2021 and Ordinance 03-21-2022 by combining them.

MOTION:

Hedges motioned to forward to City Council meeting on September 6, 2022, for recommendation for passage seconded. Roll Call (3 Yeas-0 Nays). Motion Carried.

Old Business – none was discussed.

Brady motioned to adjourn the meeting at 6:45 pm. Hedges seconded. Motion Carried.