



Finance Committee Meeting
Monday, January 24, 2022 2:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

Chair Sportsman called the meeting to order at 2:32 p.m. A quorum was present.

Members Present: Chair Marc Sportsman, Vice Chair Dave Rittman (*joined meeting at 2:45 p.m.*), Nan Johnston and Robert Lock

City Staff Present: City Administrator Joe Parente, Police Chief Kevin Chrisman, Finance/Human Resources Director Matthew Chapman, Community Development Director Stephen Lachky, Public Works Project Manager Chris Ashley, Assistant to the City Administrator Jeffery Rhodes and City Clerk Melissa McChesney

2. Financial Updates

3. Action Items

A. Approve the minutes for the January 10, 2022, meeting

Robert Lock moved to approve the minutes for the January 10, 2022, meeting. Nan Johnston seconded; motion passed 3-0.

B. Amend the 2021 Operating Budget ordinance

Finance/Human Resources Director Matthew Chapman provided an overview of amendments to the 2021 Budget that were due to unexpected expenses not anticipated when the original budget was approved.

Discussion focused on why an amendment for the 2021 budget was needed when the fiscal year was over and it was noted that the final expenses were not known until the first month or so after the fiscal year ended.

Lock moved to recommend that the Board of Aldermen adopt an ordinance amending the 2021 Operating Budget. Johnston seconded; motion passed 3-0.

C. Approve an auditing services agreement with Hood & Associates CPAs P.C.

Finance/Human Resources Director Matthew Chapman said that Cochran Head Vick & Co. P.C. completed audits for fiscal years 2018, 2019 and 2020. They merged with Hood & Associates CPAs P.C. in 2021 and staff requested approval to extend the agreement one more year for the fiscal year 2021 audit and a Request for Proposals (RFP) would be released later in the year.

Discussion focused on the cost for the 2021 audit, which was five percent higher, and the rationale for extending the agreement one more year. Chapman noted that the Committee

could recommend issuing an RFP instead of extending the agreement.

Lock moved to recommend that the Board of Aldermen approve a professional services agreement with Hood & Associates CPAs PC in the amount of \$19,824 for auditing services for fiscal year 2021. Johnston seconded; motion passed 3-0.

Vice Chair Dave Rittman joined the meeting at 2:45 p.m.

D. Approve a payment for a sanitary sewer easement for Lot 11, National 8th Plat

Community Development Director Stephen Lachky said that a property on Chateau Court was platted in the early 2000s and a sanitary sewer line was constructed through the lot. During construction of the sewer line, the contractor decided to change the location of the sewer line, which was not communicated to the City and there was not an easement recorded. Lachky said the property was sold to new owners who wanted to build a home on the lot and they inquired about the location of the sewer line. Staff located the sewer line which was located under where the proposed garage would be built. An easement was required for the sewer line. He presented two options to resolve the issue. The first option was to relocate the sewer line and the second option was to flip the design of the home to move it away from the easement. The cost of the second option was \$21,500, which was lower than relocating the sewer line.

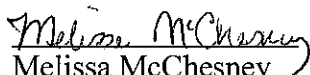
Discussion focused on sharing the cost with The National. The consensus was for staff to provide more information about the conversations that had taken place with the property owner and The National.

No action was taken.

- 4. Non-Action Items**
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**
- 7. Adjourn**

Chair Sportsman adjourned the meeting at 2:55 p.m.

Submitted by:


Melissa McChesney
City Clerk

February 7, 2022
Approval Date