

Minutes
Finance Committee
June 14, 2021
6:00 p.m.

Committee chair Chuck Keller called the meeting to order via Zoom, at 6:02 p.m.

Members Present: Committee members connected remotely were Chuck Keller, Waid Cosgray, and Bob Hankison

Also in Attendance: Mayor Brad Nicodemus, VA Teri Wise, and Fiscal Officer Brian Bibler.

Approval of Minutes: Cosgray moved to approve the minutes of the May 10 meeting as written. Keller seconded the motion. There was no discussion. The motion was approved by a 2-0 vote. Hankison abstained.

Visitors

- None

Goals

1. Keep spending within 2021 appropriations.

Old Business

- None

New Business

1. Review of monthly financials:
 - FO Bibler presented the **bank reconciliation** for May. He provided details of the bank balance, receipts, and payments for the month.
 - FO provided the May **list of payments**, which is a list of the checks written in the last month, totaling \$228,304.
 - Keller asked about \$19,000 check to Henry P. Thompson and \$18,000 payment to Advanced Business Communication.
 - The FO said HPT was for a pump at the sewer plant. The check to ABC was the last installment on updates made to computer systems last year, using CARES Act funding.
 - The FO provided copies of the **Finance Report** for April.
 - Interest was \$33.
 - The distribution from RITA was just short of \$134,000.
 - On the **Appropriations Status** report, the FO said that, through May, departments should be at about 42 percent of their annual appropriations. Sewer is running above that because of a lot of repair needs early in the year.
 - The Mayor asked if Sewer was likely to need more funds than Council had appropriated to make it through the year.
 - FO said they are keeping an eye on it but, after meeting with the team and looking at budgeted projects in the department, it looks like the appropriated

amount will be sufficient. Management will continue to watch closely and review monthly.

- On the Revenue Status, the FO said revenues in the General Fund is running ahead in every category except interest.
- The FO said that the **Appropriations Report** is a summary of the General, Street, Water, Sewer, Pool, and Storm Funds. FO noted that the Pool Fund is also running above 42 percent on expenses, but that was expected because of repairs needed to get the pool operational for the season. However, the pool has gotten \$16,000 in revenue from memberships. Pool rentals are coming in and enrollment in swim lessons is strong, the FO said.

Hankison moved to accept the financial reports as presented. Cosgray seconded. There was no discussion. The motion carried by a 3-0 vote.

2. 2022 Tax Budget

- The FO noted that there is a Resolution on Council's agenda to pass the 2022 Tax Budget which must be submitted to the County Auditor by July 20. The budget was tabulated using last year's numbers until all the departments provided their input on the 2022 projects. The FO also noted the required public hearing has been set for the July 12th meeting, meaning the Resolution could go through the three readings.
 - Keller will sponsor.
 - The Mayor said some other counties waive the budget requirement, per a provision in the Ohio Revised Code.
 - The FO said the majority of Ohio's 88 counties waive the requirement.

3. Zoning Software

- The VA noted that Council put \$7,000 in the 2020 budget for zoning software to replace the makeshift system that she created using spreadsheets and forms, and which is labor intensive to use. The VA has been evaluating 4 or 5 zoning software products to make the process more labor efficient and less paper-intensive and she recommends a product called IWORQ, which would allow applicants to complete permit request paperwork online. IWORQ automatically creates a record file for each application, allowing other documents to be added throughout the process. She noted that Hebron, Granville, and Buckeye Lake all use this system and love it. In addition to keeping track of permit requests, IWORQ also can track code violations, creating weekly reports for follow up visits. The system is Cloud based. Quarterly updates of GIS information from the County Auditor is included in the pricing. The annual subscription fee for the software is \$5,400. With the one-time charge of \$3,600 for setup and implementation, the total cost in the first year would be \$9,000. The VA requested approval to order, install and subscribe.
 - The Mayor uses this system in another municipality and agreed that it allows documents, reports, and photos to be easily stored and accessed, even by the Court. For residents who don't have the ability to complete applications online, the Village can turn paper applications into PDF files and input them into the system, creating a new record that functions the same as applications submitted online. IWORQ was the only product the VA reviewed that could do both code enforcement and zoning permits.

- Keller said the software would pay for itself.
- Cosgray asked if fees and fines can be paid through the software.
- The VA said yes. She added that the Village is looking at adding features to the Village website that would allow other types of payments to the Village (including utility payments) to be made online. She will have more to say about this during the Council meeting.
- The Mayor asked if the 2021 Zoning budget could absorb this purchase.
- The FO said it had not been budgeted in 2021, but appropriations could be increased via an ordinance at the next Council meeting.
- The VA said she would like approval to move ahead via a motion tonight since the current pricing is good for only 25 days.
- Hankison asked if the Village has any COVID money left.
- The VA said yes, but that she had other plans for using it.
- Hankison thought additional funds would be coming and wondered if this purchase would be eligible since it allows for “no touch” service.
- The VA said she still is unclear about the timing of those funds and guidelines for using it.

Cosgray moved that the VA be authorized to purchase IWORQ for zoning permits and code enforcement. Keller seconded. There was no discussion. The motion carried by a 3-0 vote.

Next Meeting

Because of the FO’s vacation, the July meeting will be cancelled, barring an emergency that needs immediate attention. **The next meeting is scheduled for the 2nd Monday in August; August 9th at 6 p.m.**

Adjournment:

With no more business to discuss, the meeting adjourned at 6:33 p.m.

Chuck Keller, Chair