

ROLL CALL: Meeting called to order at 6:04 PM. Members present: Karin Tepley, Melony Walters, and Ryan Cairns. Other officials present: City Administrator Ashley Oliphant, City Clerk/Treasurer Aaron Joyce, Economic Development Director Jasen Glasbrenner, Mayor Todd Coppernoll, and City Attorney Chris McGough.

APPROVAL OF MINUTES: Motion by Tepley to waive the reading and approve the February 7, 2023 Finance Committee minutes as presented. Seconded by Cairns. Motion carried 3-0.

PAYMENT OF BILLS: Motion by Tepley to pay the bills as presented. Seconded by Cairns. Motion carried 3-0.

CLERK/TREASURER'S REPORT: Clerk/Treasurer Joyce reported that the 2022 tax collection was completed with \$5.8-million collected. The February 21st Primary Election saw a 24% turnout. Ballots for the April 4th General Election will go out next week. With the Common Council moving to one meeting per month, changes will need to be made to the Financial Policy. Revisions are being worked on and will be presented at an upcoming Finance & Council meeting. Members of the Clerk's office, Utility office, City Administrator, Wastewater, and Public Works met with a representative from Rural Development regarding civil rights compliance as related to a Rural Development grant a few years ago. The meeting went well and the representative made positive suggestions for improvements.

ITEMS FOR DISCUSSION AND ACTION:

3. Awarding Bid for the 2023 Phase 2 Cedar Street Utility and Roadway Improvements Project and Project Alternate.
The base bid for this project starts at Stori Drive on Cedar Street and goes north to intersection with 7th Street and around the loop to 8th Street to Nimocks Drive. The alternate bid starts at Stori Drive and goes south to the intersection of 5th Street. It was noted that three contractors placed bids for the project, with G-Pro being the lowest bid at \$1,281,944.20 – \$937,862.95 for the base bid and \$302,081.30 for the alternate. The City/Public Works cost of the project is \$231,086.55. \$240,000 was budgeted for this phase of the project. G Pro is a relatively new construction company but has had good reviews in other communities. Motion by Tepley to recommend to Council to approve both the base bid and alternate bid from G-Pro at a total cost of \$1,281,944.20, with funds for the City/Public Works portion of the project coming from the 2023 Street Projects Outlay in the 2023 budget. Second by Cairns. Motion carried 3-0.
4. Obtaining Real Estate Services for Sale of City Owned Parcels
Economic Development Director Jasen Glasbrenner noted that two lots were obtained from Richland County through the tax deed process: 460 W. 1st and 291 N. Jefferson St. Existing structures on both lots were razed. Both lots are setup to allow for multifamily dwellings. Glasbrenner said that it was determined that the best method of executing the sale process is through a realtor and it would not save public funds to conduct the sale in-house. Motion by Tepley to authorize Director Glasbrenner to acquire a realtor as outlined by the City Financial Policy and to take all necessary steps to list the lots at 460 W. 1st and 291 N. Jefferson St. for sale. Seconded by Cairns. Mayor Coppernoll noted that a similar process to employ a professional realtor was used for the sale of lots on Wedgewood Drive two years ago. Motion carried 3-0.
5. Revisions to Financial Policy

Oliphant, Joyce, and Deputy Clerk/Treasurer Shawn Walsh have been meeting to create a Financial Policy to accommodate the new meeting schedule of the City Council in relation to approving city bills. Some options include having the Finance Committee continue to meet twice per month, have City Council give the Finance Committee the authority to approve bills, and have the Finance Committee meet the 3rd week of the month to accommodate most payable billing cycles. Oliphant noted that authority would need to be given to Finance to give final approval of bills instead of Council holding that authority. Tepley, Cairns, and Walters were surveyed and felt that one meeting per month during the 3rd week would be acceptable. No official action was requested or taken.

ADJOURN

Motion to adjourn made by Walters. Seconded by Tepley. Motion carried 3-0 at 6:30 PM.

Minutes respectfully submitted by Clerk/Treasurer Aaron Joyce.