

MINUTES
FINANCE/ECONOMIC DEVELOPMENT COMMITTEE
MAY 4, 2020

The Economic Development/Finance Committee met via teleconference, on Monday, May 4, 2020, at 4:30 p.m. in the council chambers at city hall.

Present at the Meeting in the Council Chambers: Mayor White, ED Director Beadles, Office Manager Passage, Alderman Sharp, Police Chief Mettille

Present at the Meeting via teleconference: Chairman Colwell, Alderman Connor, Alderman Braun, Alderman Hughes, Dennis Kistner, Mass Mutual, Jerry Kalish, Nationwide

The meeting was broadcasted to the public via Zoom.

Chairman Colwell called the meeting to order.

PUBLIC COMMENT

There was no public on the zoom call.

FINANCE

DEFERRED COMPENSATION – CARES ACT - Dennis Kistner representative of Mass Mutual and Jerry Kalish representative of Nationwide were in attendance on the conference call to discuss the deferred compensation pension plan. Office Manager Passage stated that due to COVID 19 the Cares Act (Coronavirus Aid, Relief and Economic Security Act) has provisions affecting the retirement plan.

Jerry Kalish explained the Act. There are three provisions:

1. Tax-favor withdrawals up to \$100,000 until December 31, 2020
2. Expanded access to loans from retirement accounts for 180 days after enactment (March 7, 2020 to September 23, 2020)
3. Relief from required minimum distribution (RMD) rules in 2020.

The first two provisions are optional and will require the City of Chillicothe to opt in by doing a plan amendment.

Chairman Colwell ask if there were any fees that would be charged to the City or employees should the city opt in. Jerry Kalish stated that there are no fees, nationwide would waive the fees.

Chairman Colwell recommended that the city do a plan amendment to allow for the provisions.

Chairman Colwell asked each Alderman if they are in favor of the plan amendment.

Alderman Connor, Braun, Hughes, Sharp all agreed to the plan amendment.

Jerry Kalish stated that he would prepare the amendment so that it could be presented to the council for approval. Chairman Colwell will present to the Council at the May 11, 2020 council meeting.

BUDGET REVIEW 2019-2020 – Office Manager Passage gave an overview of the Fourth Quarter/Fiscal Year end Budget. Chairman Colwell asked each Alderman if they had any questions regarding the review. Alderman Connor, Braun, Hughes, Sharp all stated they had no questions.

BUDGET – 2020-2021 – CONTROLLED SPENDING - Office Manager Passage explained that when the budget was passed General Fund revenue was reduced. Since COVID-19 has continued it may be possible that revenue will be even lower. She explained that the cash carry over in the funds were larger than predicted, which is good. A review of the revenue and expenses was held. It was stressed that expenses should be made only if it is truly necessary and projects should not be brought forward unless they are truly necessary. The reason for this would allow the monitoring of the revenue received and control the

expenses. Chairman Colwell agreed that the best course of action at this time is to hold expenses down as much as possible. Mayor White also stated that expenses need to be controlled and monitored. Chairman Colwell asked each Alderman if they had any questions regarding the controlled spending. Alderman Connor, Braun, Hughes, Sharp all stated they had no questions.

APPROPRIATION ORDINANCE TIMELINE – Office Manager Passage explained that the Appropriation Ordinance must be passed within the first quarter of the fiscal year and a public hearing must be held before passage of the ordinance. The tentative time line is as follows:

- May 11, 2020: Advise Council of Public Hearing – June 22, 2020
- May 11, 2020: Give a draft to committee for review and recommendations
- May 26, 2020: Send notice to paper for publication of public hearing to be published on June 3, 2020
- May 26, 2020 Present to Council Appropriation Ordinance for first Reading
- June 4, 2020 Make available appropriation Ordinance for public inspection
- June 8, 2020: Remind Council of Public Hearing.
- June 22, 2020: Public Hearing 6:30 P.M. (before council meeting) – Passing of Appropriation Ordinance
- June 23, 2020: File Appropriation Ordinance

Office Manager Passage advised the committee that the public hearing may have to be held virtually unless the Governor’s order changes. It will be determined on May 26, 2020 as to how the notice will be published advising the public if the meeting will be open to the public or held virtually. Chairman Colwell stated that he will advise the council of the time line.

EDC

BUDGET REVIEWS - ED Director Beadles advised the committee as follows:

In TIF Business the final pay out for the Tobin TIF Business Redevelopment agreement has been made. Two other agreements still in process, are the Little Shop of Hoarders and the Town Theater. She reported in TIF Plaza there is one agreement that is in process, which is Heathers Wine Nook. ED Director Beadles reported that the HELP account saw improvement in the loan payments. The balance in the HELP account was \$109,367.32 and the amount available to loan was \$99,367.32. She reported that in TIF Business there were 12 applications for the Façade program. Seven have been completed and five are in process. In General Fund she reported 2 applications, one paid. For TIF Plaza there was one application for the Façade program and it has been completed. Chairman Colwell asked each Alderman if they had any questions regarding the budget review. Alderman Connor, Braun, Hughes, Sharp all stated they had no questions.

WEBSITE PROPOSAL – ED Director Beadles explained that the city’s current website is hosted by Revize. She has been working on updating the city’s website as it is not a secure site, it is not mobile friendly and is outdated. She has obtained a proposal from Revize in the amount of \$4,300.00. The upgrade would make improvements in five categories:

- Citizen’s Communication Center Apps
- Citizen’s Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

The site would be secure, have banner alert capability, mobile friendly, and ADA compliant. Chairman Colwell stated that the amount in the budget was \$10,000.00 the cost is \$4,300.00. ED Director Beadles has worked to get the best reduced price. In the price the annual subscription fee is \$1,800.00 and would be locked in for five years. He recommended that the proposal be brought to council of approval. Chairman Colwell asked each Alderman if they had any questions regarding the proposal and if they were in favor of seeking council approval. Alderman Connor, Braun, Hughes, Sharp all stated they were in favor of seeking council approval.

M & T Commission Update - ED Director Beadles reporting the cancellation of May, June, July Downtown Thursday Events. August would be pending and September event added if in line with the Governors recovery plan.

The Mayor reported that he, ED Director Beadles and Sarah Sights are working on a Chillicothe Healthier Than Ever Campaign. The video billboard may be used to promote campaign.

DONATION REQUEST – CHILLICOTHE 4TH OF JULY - ED Director Beadles presented the Chillicothe 4th of July donation. Mayor reported we would donate \$2,500 if the event is held. If the event is cancelled we would still give them \$2,500 for the 2021 year. Alderman Colwell proposed to take the request to council and distribute of funds the day after the event was held or in the case of cancellation the events would still be distributed for the 2021 year. Alderman Colwell asked each Alderman for comments. Alderman Connor, Braun, Hughes and Sharp agreed. Alderman Sharp added that he has received public request to raise the amount of funds donated.

OLD BUSINESS

PLAZA TIF TERMINATION – Office Manager Passage stated that at the June meeting she will be presenting information regarding anticipated revenue and expenses to determine the amount of funds that need to remain in the account and the time line for the termination.

WATER RATE ANALYSIS – Nothing to report

UPDATE TIF/HELP PAYMENTS – ED Director Beadles reported 16 HELP loans total, 10 are on time, 5 late, 1 default and 1 is working to catch up. She also reported \$22,233.62 collected total of March and April. The Mayor spoke of one loan in default is in dispute the amortization amount and that account would be continued to be worked through.

UPDATE VIDEO BILLBOARD/616 4TH STREET PROPERTY – Mayor White stated that the billboard was ready to install we are waiting for the CEFCU ATM. Advertising ideas were discussed. Per the grant it would need to be wrapped up by the end of June.

Page Four
Minutes
Finance/Economic Development Committee
May 4, 2020

SUMMARY

Chairman Action – Nothing to report
Council Agenda Items – Plan Amendment – Deferred Compensation
Website Proposal
Request – Fourth of July Donation
Appropriation Ordinance

There being no further business the meeting adjourned at 5:48 p.m.