

MINUTES  
FINANCE/ED COMMITTEE  
MARCH 1, 2021

The Finance/ED committee met on March 1, 2021 at 4:30 p.m. in the Council Chambers and via teleconference and zoom.

Present in person: Chairman Connor, Alderman Bredeman, Alderman Braun, Alderman Sharp, Mayor White, Economic Development Director Beadles, and Office Manager Passage  
Present on Conference call: Attorney Seghetti

Chairman Connor called the meeting to order at 4:40 p.m.

**PUBLIC COMMENT**

No Public Comment

**PURPOSE**

Donation Request – Pearce Community Center –Maggie Butterfield addressed the committee requesting that the City donate \$2,000.00 to Pearce Community Center. She explained it is to enrich the community and help Pearce Community Center through these difficult times due to COVID. Mayor White explained that the City donated to Community Needs Agency as they give back to the community. Maggie Butterfield explained that it will help Pearce Community Center continue to provide meals to seniors three times a week and retain the tutoring program. The consensus of the committee was to bring the request to the city council for approval at the March 8 council meeting.

TIF Incentive/Help Loan – Nat’s Place – Mayor White explained that he had received a request from Wally and Nat to expand Nat’s Place and they have asked for a TIF Incentive and a Help Loan. The expansion would be a 38 x 30 addition to the north of the existing building with a basement for storage.

He explained that the project has merit and the attorney has reviewed some of the expenditures to insure they qualify for a TIF incentive. They are asking for a \$26,700 TIF Incentive and a \$100,000 Help Loan. Wally and Nat were on Zoom. Chairman Connor asked if it would meet the 1/3, 1/3, 1/3 rule.

The Mayor explained the total project was approximately \$180,000 and it would meet the 1/3 rule.

Wally stated that the total project would be about \$210,000.

The consensus of the Committee was to bring the request to the March 8, 2021 to direct the attorney to draft the agreement for a \$26,700 TIF Incentive and \$100,000 Help Loan for 10 years.

TIF Grant – Town Theatre – Chad Timmerman addressed the committee regarding the Town Theatre TIF grant, in using volunteer labor as a qualifying expense. A discussion ensued regarding the hourly rate to be used for volunteer labor. It was the consensus of the committee to allow the use of volunteer labor at an hourly rate of \$25.00.

## **FINANCE**

Sound System – City Hall – Office Manager Passage advised the committee that the sound system at City Hall is no longer usable. She reached out to IAS Technology to provide a quote to replace the sound system. Pearl Technology, who is our current IT representative, has acquired IAS Technology. The cost to replace the sound system is \$17,230.00, with an option to clean up the existing wires in the Council Chambers at a cost of \$2,300.00. Total to do both is \$19,530.00. To replace the sound system, we currently have a priority one general fund project in the amount of \$25,000 that we could move forward. This would provide a sound system that would link the phone system and zoom to the sound system, another wall speaker, and three more microphones for the council table. One microphone on the table currently does not work and two more would be added to the head of the table. Zach Towery, with IAS Technology, was on zoom and addressed the committee. He explained how the new sound system would help with those on zoom and the conference call to hear better. Alderman Braun stated that he would like this project to be tabled as he felt the wiring at city hall should be addressed. Chairman Connor and the other alderman present were in favor of bringing the project to the city council for approval at the March 8 council meeting.

Budget for Fiscal Year 21-22 – Office Manager Passage advised the committee that the draft of the budget for fiscal year 21-22 is ready to be presented. Office Manager Passage did go over the general fund revenue. She also stated that the sales tax that the city received in February, which is for December's collection, was lower than last year. She explained that the city could start seeing revenue decline from COVID. She explained that during the first part of COVID citizens were more likely to shop local and now that things are opening back up they could shop elsewhere. She stated she could go over in detail, however; we normally review the budget at a budget workshop. The Mayor suggested that we have the budget workshop on a Saturday morning. Chairman Connor asked that Office Manager Passage get a consensus of the alderman which Saturday they would be available and then schedule the workshop. Office Manager Passage stated that she would send out via email the draft budget for their review.

City Clean Up Voucher Program – Office Manager Passage stated that the council approved the voucher program and the voucher has been prepared. She stated that City Hall will start issuing vouchers March 23, 2021. The voucher program will run from April 1 thru June 5. The cost to the city for each voucher redeemed is \$40.00 and there is a \$10,000.00 cap on expenditure for said program. Alderman Hughes suggested that the entire Chillicothe township be included. Chairman Connor stated that she would contact Mike Ratcliff with the township to see if they would be interested in participating at their cost, however; she stated that it would be too late to include them for this round of the voucher program. Should the city do a fall voucher program she will try to see if the township would like to participate at their own cost.

Microsoft 365 – email update – Office Manager Passage explained that to move forward with Microsoft 365 the city will need to decide on a domain name. The City currently has a .com

domain and pays approximately \$15.00 a year for the domain. The cost to purchase a .gov is \$400.00 for a year and a .org is approximately the same cost as .com. A discussion ensued regarding which domain to use. The consensus of the committee was to have the office manager and economic development director obtain a .org domain and to eventually change the website domain from .com to .org.

### **EDC**

HELP Loan Balance – Economic Development Director Beadles reviewed the HELP Loan Balances and reported \$200,056.02 is currently available to loan out.

Chillicothe Business Grant Round 2/DCEO Economic Support Grant – Director Beadles reported speaking with a DCEO representative about extending the original DCEO Economic Support Grant to utilize the remaining \$66,000 in the ES Grant. She reported paperwork to be signed and she said DCEO would help modify the Scope of the grant. The consensus of the committee was to submit the request to council for approval.

Façade Application Review – Mayor White explained that when Mr. Donnelly submitted a façade application the committee said they would review the application to consider amending the application to include language to allow a portion of the building to qualify for the façade program if it is not the front of the building however; if the side is visible from the street address. He recommended that the application be amending by allowing a portion of the building to qualify if the portion of the building is fully visible from the street on the side from the street address. The consensus of the committee was to bring the amended application with the new language to council for approval at the March 8 council meeting.

### **OLD BUSINESS**

Water Rate Increase – Nothing to report

M & T Commission Report – Nothing to report

Eagle Landing Observation Tower Update – Mayor White stated that the telescopes are on order and should be here in June and the concrete will go in when weather permits.

Surveillance cameras – Eagle Landing/Cutright Park – The cameras are in the process of being installed and will feed into the police station.

Grant Status Bike Path – nothing to report

Website – nothing to report

I3 Broadband – nothing to report

Public WIFI – Proposal Downtown and Parks – nothing to report

### **SUMMARY**

Chairman Action – report to council regarding budget workshop

report to council that voucher for the voucher program will be available starting March 23

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Council Agenda items – Donation Request – Pearce Community Center  
TIF Incentive/Help Loan – Nat’s Place – draft agreement  
Façade Application revision

Sound System – City Hall  
Chillicothe Business Grant Round 2/DECO Economic Support Grant

There being no further business the meeting adjourned at 5:45 p.m.

Respectfully,

Trish Connor  
Chairman