

MINUTES
FINANCE/ED COMMITTEE
FEBRUARY 3, 2020

The Finance/ED Committee met on February 3, 2020, at 4:30 p.m. in the Council Chambers at City Hall.

Present: Chairman Colwell, Alderman, Alderman Connor, Alderman Braun, Mayor White
ED Director Beadles, Office Manager Passage

Chairman Colwell called the meeting to order at 4:30 p.m.

PUBLIC COMMENT

Mike Mahoney, representative for the town theater stated he was present to discuss the town theater request. Chairman Colwell moved the topic Update TIF Request – Town Theater forward and allowed Mr. Mahoney to address the committee.

Mr. Mahoney stated that the Town Theater and Little land of Candy owner have reached an agreement concerning the area in the back of the theater. They are waiting for signatures and will be ready to proceed at the March Finance/ED committee meeting.

PURPOSE

Alderman Colwell stated that Sarah Sights with Owens Design was present to give a presentation regarding the topic of Re-Branding. This topic was moved forward. Sarah Sights gave a presentation explaining what Re-Branding is and what benefits it could have. She explained there are three phases. A discussion ensued regarding re-branding. The cost of each phase is as follows: Phase one \$5,000.00, Phase two \$8,000.00 and Phase three \$9,000.00. Chairman Colwell stated that re-branding is a priority one project in the budget with a dollar amount of \$12,000.00. After discussion, the consensus of the committee was to take to council the re-branding proposal and seek to move the project forward and proceed with the first phase and the outcome of the first phase will give us an ideal as to the need for phase two and three.

FINANCE

Budget Review – Office Manager Passage presented the third quarter budget review.

20-21 Budget – Office Manager Passage stated that the budget worksheets are out and asked if there were any projects that the committee would like to include. A discussion ensued regarding the need for all elected officials and any employees to have an email address where emails are preserved for record retention. The consensus of the committee was to add the cost of the email retention to the budget as a project.

Update Server – Office Manager Passage presented a cost to upgrade the server. The cost was \$7,219.00, which is a \$2,000.00 savings if we purchase now. She explained that there is enough money in the current budget to go ahead and purchase the server this year. Chairman Colwell recommended that we take advantage of the savings and recommend to the council to purchase the server. The consensus of the committee was to place the expense on the agenda to seek council approval.
Meeting Display Board – Office Manager Passage stated that the display board outside city hall needs to be replaced. A cost to purchase from granger was \$704.00 and a cost to purchase from amazon was

Page Two
Minutes
Finance/ED Committee
February 3, 2020

\$400.00. Alderman Colwell stated that he would order the display board and turn in for a reimbursement.

EDC

Budget Review – TIF/HELP/Façade Status – ED Director Beadles presented the current budget and expenditures for TIF grants, HELP loans and Façade grants.

Façade Rules Discussion – The façade rules were discussed and the consensus of the committee determined there must be an active business in the building to qualify for the façade program.

New TIF Application – The revisions to the new TIF application were submitted and discussed. The consensus of the committee was to submit to council for approval.

Default Loan – The three default HELP loans were discussed: Chad's Auto, Nick's Auto Repair and Resurrection Welding. Chad's Auto and Nick's Auto Repair are making extra payments to get caught up. The third loan in default was addressed by a meeting with Director Beadles, Mayor White and Andrew Meyers. A payback plan was discussed and agreed upon. After that meeting Director Beadles received new information from Andrew Meyers on an updated financial agreement. Mayor White and Director Beadles will set a new meeting With Andrew Meyers to discuss.

OLD BUSINESS:

Update Water Rate Analysis – Office Manager Passage submitted the information for the water rate analysis.

Update TIF/HELP Payments – Director Beadles submitted the details on the HELP Loan payments for the month of January. Director Beadles reported Wolf Hollow had not paid but was still within the 10 day grace period of their loan.

Update Fourth Street Corridor Plan – Mayor White reported the corridor signage has been placed in the 2020-2021 budget.

Update Video Billboard/616 4th Street Property – Director Beadles reported the city has received the grant monies for the initial signage purchase and Director Passage reported D. Joseph has been issues a permit to begin site work.

Update M&T Commission – Mayor reported the budget was being worked on and the July 4th fireworks committee has suggested a coupon book to be handed out to attendees to increase the traffic from Three Sisters Park to Chillicothe.

Update TIF Request - Town Theatre – Reported above in public comment.

Updated RFP - City-Owned Property at Walnut and 1st Street – Director Beadles reported there were no RFP's submitted for the property and a new request would be planned in April.

Update Re-Branding – Reported above in purpose.

Update City Website Proposals – Director Beadles reported after Owens Design Group had reviewed the website needs they decided not to submit. Mayor White reported another website candidate did not have favorable reviews and to withdraw them as an option.

Update REDCO – Director Beadles reported a \$100 fee to be part of the Riverview Economic Development Company Organization whose purpose is to serve the river communities surrounding the Illinois River from McCluggage Bridge to Henry bridge by marketing their assets and yearly calendar of events. The consensus of the committee was to make the council aware of the organization but the fee did not need to be approved through council and could be submitted through Director Beadles.

SUMMARY

Chairman Action – None

Council Agenda Items:

- Add agenda item to approve contract with Owens Graphic Design and move Priority 1 project Rebranding forward and appropriate \$5,000 expenditure for Phase I
- Add agenda item to upgrade server
- Add agenda item for new TIF application

There being no further business the meeting adjourned at 6 p.m.

Respectfully,
Chairman Colwell