

PORT CLINTON CITY COUNCIL

FINANCE COMMITTEE

Meeting Minutes

June 23, 2016

1. CALL TO ORDER – Mr. Below called the meeting to order at 6:30 pm. Present were committee members Gabe Below (Chair), Beth Gillman and Lisa Sarty, Safety-Service Director Tracy Colston, Auditor Cole Hatfield, Tax Commissioner Emma Gentry, Councilmen Jerry Tarolli and Margaret Phillips, and Rick Noderer. Mr. Below postponed discussion of centralized dispatch, without objection, until Police Chief Rob Hickman could be present.
2. INCOME TAX REVIEW BOARD
 - a. Ms. Gentry discussed requirements of the new city ordinance 183.12 in appointing members of the Income Tax Review Board, including two appointments by council and one by the mayor. Ms. Gentry reviewed the function of the board taking up appeals to the Tax Commissioner decisions regarding delinquencies. Ms. Gentry reminded the committee this update was in response to action taken last year by council to account for the expected impact of Ohio House Bill 5.
 - b. Ms. Gentry said the board is scheduled to meet on June 29th to consider fiscal year 2015 and 2016-related cases totaling less than \$1000, which would require the appointment of 2016 board members as she requested. Mr. Hatfield recommended that the committee approve Ms. Gentry's recommendations to the board given the timing.
 - c. Mr. Colston and Mr. Below asked about the board functions. Ms. Gentry replied that the board's decision is binding, and Mr. Hatfield replied that it is a mid-step between the Tax Commissioner's office and the Ottawa County Municipal Court.
 - d. Mr. Colston asked about timing of the appointments. Mr. Hatfield responded that the terms would last two years from today.
 - e. Mr. Below asked about the recent Ohio Attorney General's program to locate delinquent individuals. Mr. Hatfield said that once located, individuals would enter this process described earlier.
 - f. Mr. Below requested biographical information on her recommendations, Dan Almendinger and Linda Kaiser, so members could review in advance of formal appointment. Ms. Gentry agreed.
 - g. Mr. Below and Ms. Gentry agreed that Mayor Wheeler would take the appointment of the third board member.
 - h. Mr. Below said he would check on the proper legislative procedure for council to make the appointments before the council meeting on June 28th.
3. AUDITOR'S REPORTS
 - a. Mr. Hatfield reviewed and discussed the latest financial reports: (1) Check Report May 2016, (2) Overtime Comparison May 2016, (3) Fund Comparison May 2016, (4) Revenue Comparison May 2016, and (5) Expense Comparison May 2016.
 - b. Mr. Hatfield stated the Tax Department overtime was up due to tax season and after-hours provided to customers, but that no adjustment to the department's personnel services appropriations would be needed.
 - c. Mr. Hatfield stated that the city is currently at the best cash-on-hand position since Mr. Hatfield has been working for the city.
 - d. Mr. Hatfield noted that bed tax and dock tax revenues were both up from 2015, and that overall city revenue is above last year to-date.

4. FOLLOW-UP FROM MAY 17TH FINANCE COMMITTEE MEETING

- a. Mr. Below and Mr. Hatfield discussed the assessment terms for the new Lakeshore Drive sidewalk, which will need to be addressed upon receipt of the final project costs.
- b. Mr. Below and Mr. Colston discussed the Ohio EPA grant to be pursued for the wetlands restoration project. Mr. Colston indicated that the city is working closely with the Army Corps of Engineers and will be meeting representatives on-site in a week.
- c. Mr. Hatfield provided an update on potential financing for a new fire truck purchase, including a 12-year term at 2.29% interest, which Mr. Hatfield has taken steps to secure the rate while council considers an ordinance authorizing the auditor to apply for financing.
- d. Mr. Below and Mr. Hatfield discussed the loan for Madison Street through the Ohio Water Development Authority (OWDA), which can be pursued once the amount is determined after bid opening in late July.

5. OPEN TOPIC

- a. Mr. Below asked about the concession stand, as a constituent was interested in getting it open for residents and visitors. Mr. Colston and Mr. Hatfield indicated that the city is making upgrades to the site including a new sink as the city may have a potentially interested party. Mr. Hatfield said he needed to confirm with the Law Director that the city is no longer bound by the terms of the original construction grant which prohibited revenue collection from the facility.
- b. Mr. Below asked Mr. Colston about the condition of downtown buildings, citing resident complaints about exposed plywood, and specifically about the wood not matching the approved color palette provided by the Architectural Review Board. Mr. Colston said he would check on that because it was a valid point. Mr. Noderer referenced the Chamber of Commerce building being exposed for a long time. Mrs. Gillman discussed the downtown improvement grant process to finish the project there.
- c. Mr. Below asked Mr. Colston about the proposed museum's torpedo boat which was shared via email from the mayor's office on June 21st. Mr. Colston the Madison Street dock looks best for Saturday tours and excursions. Mr. Hatfield indicated he would check with Law Director about renting and leasing options.

6. ADJOURNMENT – With no further discussion, Mrs. Sarty made a motion to adjourn, seconded by Mrs. Gillman. The meeting was adjourned at 7:47 pm.

Submitted by

Gabe W. Below, Chair

August 9, 2016