

**FINANCE & UTILITY COMMISSION MEETING**  
**Tuesday, January 17, 2023, 5:00 PM**

Mayor Nathan Brown convened the Commission meeting at 5:00 p.m. Those present included Mayor Nathan Brown; Council Member Vaughn Ripley; Commission Members Carroll Jones, Syree Williams, and Jerry Bonanno, (John Dayton and Brian Keller participated by phone); and staff members Jeremy Mose, Carrie Myers, John Gerstner, Kevin Grunwell, and Rikki Bruchey.

Police Department IT Fees Purchase Order – Chief Grunwell discussed this purchase order to Frederick County Government for \$25,793.50, which was for yearly fees for IT usage at the PD. He stated he'd been trying to obtain an itemized bill from Frederick County, but had not yet received one. The Commission urged him to keep trying, but recommended the purchase order for approval.

FY23 Yourtee Springs Relining Budget Amendment – Ms. Bruchey stated this budget amendment for \$500,000 was just to align expenses with the revenue line in the budget. She stated this is a routine transaction. The Commission recommended approval to the Mayor and Council.

FY23 I&I Budget Amendment – Ms. Bruchey stated this budget amendment for \$52,000 was just to align expenses with revenue line in the budget. She stated this is a routine transaction. The Commission recommended approval to the Mayor and Council.

Fee Schedule Update – Mr. Mose stated the fee schedule update was to reflect changes to the vacant property ordinance associated fees, and backyard chicken applications. The Commission recommended approval to the Mayor and Council.

East D Street Sewer Line Installation – Mr. Gerstner discussed this project, which was originally planned as a staff project, however, staff now feels this project would be better completed by a contractor so that staff can focus on the sidewalk replacement project. Pipecraft provided a bid of \$71,920. The Commission recommended approval to the Mayor and Council.

Washington County Water Connection Discussion – Mr. Mose discussed this item. He stated the City originally asked Washington County for a contribution towards the relining of Yourtee Springs since many users are Washington County residents. Washington County came back with a request to hold water capacity in the amount of 10,000 gallons for future connection of Sandy Hook to the City's system. Washington County would provide \$20,000 towards the Yourtee relining project and \$30,000 towards a future connection fee (to be determined) at this time in exchange for an MOU.

The Commission discussed criteria to place in the MOU including providing up to 10,000 gallons a day at a point when the Sandy Hook wells can no longer meet the needs of the homes connected to that line (as documented by MDE), making Washington County responsible for installing all infrastructure necessary to connect to the City's water system, Washington County becoming a bulk customer of the City by us billing for one meter only and the County handling their own billing to individual residents, Washington County paying for all associated legal fees

in the matter, etc. The Commission also stated the City should be privy to Washington County production reports for the current wells as well as having periodic reviews and renegotiations of the potential MOU. Mr. Mose asked for approval to draft an MOU for future discussion and approval.

The Commission agreed with staff's request to draft such an MOU for future discussion.

Sidewalk Improvement Project Discussion – Mr. Mose discussed the background of the sidewalk project. Bids were received from four vendors and reviewed by Mr. Gerstner. Mr. Gerstner stated the low bid provided by H. Frank Foland and Son, Inc. in the amount of \$392,639.25 was adequate and recommended approval. The Commission recommended approval of this bid to the Mayor and Council.

FY23 Finance Reports – Ms. Bruchey stated the reports look good at this point and there were no questions or comments from the Commission.

The meeting adjourned at 5:43pm.

Report prepared by Carrie Myers