

FINANCE & UTILITY COMMISSION MEETING
Wednesday, March 20, 2024, 5:00 PM

Mayor Nathan Brown convened the Commission meeting at 5:00 p.m. Those present included Commission Members Carroll Jones, Jerry Bonano, Syree Williams, Brian Keller (via Zoom). Members present included Julie Martorana, Jeremy Mose, Carrie Myers, John Gerstner, and Rikki Bruchey.

Paving Proposal – CJ Miller – Mr. Gerstner discussed this item. He stated the quote from CJ Miller for \$233,096 was to complete paving on North Georgia Avenue, South Georgia Avenue, East E Street, and 7th Avenue this spring. The Commission recommended approval to the Mayor and Council.

F Street Sewer Line Replacement Proposal – Gabe’s Services Inc – Mr. Gerstner discussed this item. He stated the quote from Gabe’s Service for \$146,990 was to complete the F Street sewer line replacement. The Commission recommended approval to the Mayor and Council.

Manhole Relining Discussion – Mr. Gerstner discussed this item. He stated that manhole relining is priced in various ways including by the foot, lining within the manhole vs. spot repairs, etc. He stated the current budget contains \$100,000 for this project and he was seeking permission to spend up to that amount with Pleasants, as a piggy-back onto the Frederick County contract. He stated the worst manholes would be selected for repair as the project commenced. He stated this would complete approximately 25 manholes, however he would not know the exact number until work was completed. The Commission recommended approval to the Mayor and Council.

Water Main Reprogram Discussion – Mr. Gerstner discussed this item. He stated the original budget included \$225,000 to replace the water main on East D Street. Recently the State announced they would be paving Rt. 478 through Knoxville, and Mr. Gerstner would like to repair the remaining City service lines in that section prior to the paving since this section is expensive to repair and several service lines have already failed here in recent years. He requested to use the budgeted funds for the East D Street main on this project instead. The State has agreed to hold off paving until August, but if the City cannot get the project completed prior to that time, Mr. Gerstner stated the budgeted funds would be used on the original intended project. The Commission recommended approval to the Mayor and Council.

Spring Landscaping Proposal – Atlantic Maintenance – Mr. Gerstner discussed this item. He stated the quote from Atlantic Maintenance Group for \$42,867 was to complete mulching and general clean-up on City-owned sites throughout the City. The Commission recommended approval to the Mayor and Council.

Mechanic Tools - PO #240243 – Snap-On Inc – Mr. Gerstner discussed this item. He stated the quote to Snap-On for \$31,677.81 was to purchase mechanic’s tool for the City. Currently the mechanic uses his personal tools for City work, but most municipalities are moving away from that practice. The Commission recommended approval to the Mayor and Council.

FY25 Pool Rates – Ms. Martorana discussed this item. She stated staff recommended raising pool rates across the board, although the bulk of the increases would be in the swim lesson and private pool party categories, as those items are considered optional. Staff desired to keep rates

affordable for general admission and season passes. Ms. Martorana stated the pool contract increased by 9% this year and the City continues to operate at a large deficit on the pool. The Commission recommended approval to the Mayor and Council.

FY25 Constant Yield – Ms. Martorana discussed this item. She stated the constant yield rate for FY25 is set at \$.3884. The City's current property tax rate is \$.41. Staff recommends staying at the current rate of \$.41. The Commission recommended approval to the Mayor and Council.

FY25 Vacant Property Ordinance Rates – Ms. Martorana discussed this item. She reminded the Commission that the Vacant Property Ordinance was passed for FY24 with Year 4 being the first year to assess a special tax multiplier for qualifying properties. FY25 is Year 4. The Commission requested additional information as to if any properties would be assessed the special tax multiplier and staff committed to researching this information for a future meeting.

Water System & Customer Service Improvements Presentation – Mr. Mose gave a presentation about improvements made to the City's water and customer improvement systems.

The meeting adjourned at 6:00pm.

Report prepared by Carrie Myers