

FINANCE & UTILITY COMMISSION MEETING
Wednesday, December 4, 2024, 5:00 PM

Mayor Nathan Brown convened the Commission meeting at 5:00 p.m. Those present included Commission Members Julie Gourley, David Meeske, and Donovan Fox. Council Member Liaisons present were John Caves and Daniel Yochelson. Staff Members present included Julie Martorana, Jeremy Mose, Carrie Myers, John Gerstner, Matt Campbell, and Rikki Bruchey.

General Items – Ms. Myers briefed the new members on functions and processes of the Finance Commission, FY2025 budget and finance reports, and the City’s procurement policy.

FY2024 Audit – Ms. Bruchey gave highlights of the FY2024 audit report. She stated the City’s auditors would be presenting the full report at the Council Meeting on December 10.

FY2026 Budget Schedule – Ms. Martorana gave an overview of the budget process/timeline the City will use in FY2026.

PO # 250088 Approval – C&H Electric, LLC – WWTP Electric – Mr. Campbell stated the City acquired equipment to aid in obtaining real-time data and evaluate plant operations at the wastewater plant, however, an electrician was needed to install the equipment. The consensus of the Commission was to recommend approval of PO# 250088 in the amount of \$46,070 to the Council.

Change Order# 240214 Approval – Schneider Electric – WWTP Upgrade Phase 3 – Mr. Mose stated this project was to design and engineer for critical upgrades to address failing equipment and increase capacity at the wastewater plant. Phase 1 was approved in December of 2023 and Phase 2 in May of 2024. After Phase 3, the design phase would be complete. This change order for \$750,000 reflected the full expense of all three phases, which were being funded through an EPA community grant for \$550,000 and capacity fees for \$110,000. The consensus of the Commission was to recommend approval of Change Order# 240214 in the amount of \$750,000 to the Council.

I & I Contract – Mr. Gerstner stated the contract to Musselman Excavating, Inc. was considered a blanket contract, in that the final cost could not be identified at this time. This contract provided costs for installing cleanouts on residential sewer laterals, but because the costs differ as to whether installation is required in grass, concrete, or asphalt, various prices were given. The City will complete the work to locate the correct locations for the cleanouts, then the contractor will bill accordingly. This project will use the remainder of the ARPA funding, therefore, as many cleanouts will be completed as possible until funding is expended. The consensus of the Commission was to recommend approval of the contract to Musselman Excavating to the Council.

ARPA Budget Update – Mr. Mose gave a detailed presentation on ARPA spending to date, and remaining spending. He stated all funds needed to be encumbered by December 31, 2024. Staff will provide a final budget to the Council at the December 10 meeting.

Trash Options Discussion – Mr. Mose gave a detailed presentation about the City’s trash options. Currently trash runs a large deficit and several options were presented to help alleviate the issue.

This item will be discussed during the FY2026 budget process in more detail.

The meeting adjourned at 7:24pm.

Report prepared by Carrie Myers