

AGENDA FOR A FINANCE COMMITTEE MEETING  
FOR MONDAY, JUNE 4, 2018, 6:00 PM  
SECOND FLOOR, MEEKS CONFERENCE ROOM  
MUNICIPAL BUILDING

(Councilmen Reynolds, Kuhl, McCrady, and Fox)

- I. CALL TO ORDER – Councilman Zach Stanley, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held February 6, 2018
- IV. NEW BUSINESS
  1. Community Development Block Grant and HOME budget for 2018/2019;
  2. Resolution amending the CDBG budget moving \$50,000.00 from the general administration line item to Family Crisis Intervention Center for repairs to the buildings' foundation. (referred from City Council May 22, 2018)
- V. ADJOURNMENT

The Finance Committee of City Council met Tuesday, February 6, 2018, at 5:00 PM in the small conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by Chairman, Councilman Zach Stanley, who presided over the meeting. Members attending included Councilmen Mike Reynolds, Sharon Kuhl, Dave McCrady, Jeff Fox, and Zach Stanley.

Others attending included Mayor Tom Joyce, Eric Jiles, Rickie Yeager, Joe Santer, Everett Shears, Chief Matthews, Eric Bennett, JR Carpenter, Eric Barber, and John Reed.

MINUTES – Mr. Reynolds moved, seconded by Ms. Kuhl, to approve the minutes from the meeting held December 19, 2017, and the motion was adopted by unanimous vote.

ARTICLE 545.02(e) – EXCAVATION OF STREETS, REPAIRS – Performance Bonds. City Attorney, Joe Santer, told the committee he talked with our City Engineer, Justin Smith, about the costs for opening a street for repair, and they thought \$2,000.00 per opening was fair. They discussed multiple openings over the year, and based on that they thought \$10,000.00 was reasonable. He explained that the way the current ordinance is written is for a bond to be purchased through an insurance company, and he does not think that is very effective. In the past the bonding companies have said that we have to go after the principle, then the bond. Mr. Santer suggests a cash bond.

MOTION – Mr. Reynolds moved, seconded by Ms. Kuhl, to recommend that City Council adopt 454.02(e) with the \$2,000.00 and \$10,000.00 amounts included.

Mayor Tom Joyce stated that he talked with three different companies who bill bonds, and said the cash bond is the best policy. We currently do something similar in another department and send the check back when the work is completed.

When Mr. Stanley asked what our problems were now, Mayor Joyce said that the asphalt plants are closed for winter. And, when repairs are made, they will never be as good as when they were first paved. He thinks this is a step in the right direction and most of the utility people he knows will agree. We have pipes downtown over 100 years old.

Parkersburg Utility Board Manager, Eric Bennett, said they have a bond of \$25,000.00 with the State of WV.

Mr. Reed said we would be relying on the City Engineer, but this is a starting point. His other concern is that the City's application is a very simple form, compared to Charleston's that has standards like the DOT. Our form says they are to perform the work to the satisfaction of the City, and Mayor Joyce said it would be by the City Engineer's satisfaction. Mr. Reed thought it should be more specific.

Mr. Fox asked if the contractors have standard specifications, and Ms. Kuhl said our engineer said they go by the DOH specifications.

A \$10,000.00 cash bond is simple, Mayor Joyce stated, and some repairs are a different situation.

Mr. Santer suggested they amend 545.02(c) about WV DOT standards, but the key is that it be part of the permit.

MOTION TO AMEND – Ms. Kuhl moved, seconded by Mr. Fox, to amend 545.02(c) that the work be performed to the standards of the WV DOT, and the amendment was adopted by unanimous vote.

When Mr. Fox asked if \$10,000.00 was enough, Mr. Reed said in his research that some cities have \$75,000.00 bonds with different amounts for concrete for asphalt or concrete, but he thought we should keep it simple. Mr. Santer thought \$10,000.00 was enough, and we want to try to work with the utility companies.

VOTE, AS AMENDED – the motion was adopted by unanimous vote.

#### BUDGET REVISION

Finance Director, Eric Jiles, explained a request for a standard budget revision in the amount of \$546,477.00, and discussed each line item. Highlights are that the funds will come from an increase of \$124,707.00 in sales tax, \$102,637.00 from a federal grant, a \$250,000.00 donation for a splash park, and \$50,000.00 transfers in from capital reserve for the splash park.

The expenditures highlights are \$300,000.00 for the splash park, \$75,956.00 adjustments in the police departments, \$35,383.00 in the street department mostly for supplies, \$16,700.00 for street department supplies, sanitation department a net of \$14,810.00 for supplies and smaller line items, \$75,000.00 in parks and recreation concerning our trail, pavilion supplies and land purchase for the trail.

The Mayor and Mr. Jiles answered questions from the committee on the supplies for some of the departments, and the laundry and dry cleaning expenses. Mayor Joyce stated that he had new uniforms ordered recently for the code department so they will look like the other employees, and he felt they should be upgraded.

MOTION – Ms. Kuhl moved, seconded by Mr. McCrady, to refer the resolution to City Council, and the motion was adopted by unanimous vote.

The meeting adjourned at 5:35 PM.

Respectfully submitted,

Connie Shaffer, City Clerk