



**CITY OF TWINSBURG, OHIO**

**Finance Committee Mtg.**

**January 23, 2018**

**6:00 PM**

**1. CALL TO ORDER**

Mrs. Stauffer called the meeting to order at 6:04 p.m.

**Roll Call:**

**Finance Committee Members:** Ms. Stauffer, Sam Scaffide, Mr. Barr

**Also present:** Brian Steele

**Finance Director:** Ms. Howse

**Mayor:** Ted Yates

**Law Director:** David Maistros

**2. AUDIENCE PARTICIPATION**

**No audience participation**

**3. APPROVAL OF THE October 24, 2017 MINUTES**

Some members stated that they did not receive the 10/24/17 minutes. (*Minutes were emailed on 11/15/17.*) Ms. Howse distributed hard copies to members. Ms. Howse noticed one typo on the first page of the City Finance Recap. The year should have been “17” instead of “16”. Minutes were unanimously approved.

**4. ELECT CHAIRPERSON**

- Ms. Stauffer made a motion for Mr. Scaffide to be chairperson of the Finance Committee. Mr. Barr seconded the motion. Approval was unanimous.

**5. 2017 SR 91 SANITARY IMPROVEMENT RAVENNA & RICHNER**

- Ms. Mohr provided an update on the SR91 Sanitary Improvement Project between Ravenna Road and Richner Court which was broken up into a few subprojects. In 2015, work was started on widening from Ravenna Road to Tinkers Creek. In that process they did a change order to look at the sanitary sewer work after sewer maintenance provided some videotape (on actually 3 sewers) that showed that the lining was falling in and some work needed to be done. She applied for funding from Ohio Public Works for the sanitary sewer. All of the work that they are doing on the sanitary sewer is contained within the right of way. They started doing utility coordination with Ohio Edison. Ms. Mohr handed out the first plan sheet. On the east side of SR 91, the existing electric easement is on top of the sanitary sewer so the utility poles need to be relocated. They would like to have everything on the east side of the road. The poles would be located in the existing right of way. The one issue is that there are trees located on one private property. Ms. Mohr has been trying to work on an

agreement with the property owner since last fall. She has not been able to make contact with the property owner. Ohio Public Works money needs to be under contract by July 1, 2018 based on the funding cycle. She is going to go after right of way by doing a full appraisal associated with it and presenting it to the appraisal process. If she does not get a response, then it would end up as an eminent domain. Ms. Mohr needs to see what everyone thinks of that. If she is to go after the right of way, she has a second project on the shelf which is a third lane widening project that runs through the area, with a turn lane going into Wilcox Elementary School. This will require a right of way attached to it. The question at present is to see if they should acquire all of the right of ways right now, or just go after the one parcel. Ms. Mohr is seeking council's feedback since there is a financial obligation attached to this decision either way. There is also a concern if she cannot make contact with the property owner, they may end up taking it with eminent domain. She is going to have to move on this pretty quickly. She was going to hire a right of way specialist for the first process and she wanted to see if the other project could be set up with the right of way already acquired to be further ahead of schedule. There is a possibility of getting funding for the right of way if they get it through AMATs funding. Ms. Mohr thinks that the best way to go about this is to get the right of way specialist and have them see if they can reach the property owner and then if they cannot, have them take it to the courts for eminent domain. It was agreed that this should be the way to proceed. Impact would be cost of trees, etc. Once it goes into the eminent domain process then it gives the City access to the property even though it might be going through the court process.

## **6. GOLF CLUBHOUSE UPDATE**

- Ms. Mohr provided an update on the Golf Clubhouse. There was a change order made for 24 line items and a couple of credits. The change order was approximately \$258,000. The amounts are estimates and she had them incorporate a "not to exceed amount." The only new item on the change order was for the kitchen. There were no questions on the old business. There were more discussions last week on the extra work and key components (furnishings, fixtures, curtains, art, etc.). Staff is on board.
- Ms. Mohr sent out two bulletins. Bulletin #7 deals with IT and audio visual and those types of components. She received a rough quote on that. Basically blackout drapes (electronic), projectors, motorized screens, lifts, etc. All of this will get tied into a computer touch screen system. The total is approximately \$107,000. Ms. Mohr had a breakdown of this total cost. This cost had been budgeted. Ms Mohr wanted to make sure that everyone is in agreement on this.
- Ms. Howse explained how the monies are being appropriated for soft costs and different items associated with the clubhouse i.e. general fund, bonds, etc. She has a meeting with the gentleman who helped put together the structure for the note. She is seeking proposals from three banks to roll this note. Once that is determined, they will have an estimate as to what those proposals are by Friday (January 26<sup>th</sup>, 2018).
- The other component in terms of extra work is for the ground level patio. Right now there is an upper patio deck that comes out and stairs that go down. The design is still conceptual.
- A few small things are still being walked through on Bulletin #8 which adds up to a minimal amount of dollars.

- Mayor Yates mentioned that with each piece of the clubhouse they are looking at, they are making sure everything is cost effective. There was a lot of interest at the Today's Bride Bridal Show that Ms. Fechter, Director of Banquet Operations, attended. There were 70 people requesting more information. They are getting near the end of potential changes from the design standpoint of things.
- Ms. Mohr would like approval from Council to move forward with Bulletin #7 (\$107,500 approval for IT/ audio visual). Ms. Stauffer was concerned about the cost. Mayor Yates confirmed that the IT/audio visual portion would be more cost effective to do now instead of later. Also, it would be better to incorporate all of this before the new clubhouse opens so that it has better marketing appeal to companies wanting to host seminars/conferences, etc. Mr. Steele questions how over budget this project was. Ms. Mohr projected \$200,000 over budget. The \$600,000 cost was basically for construction, nor for soft costs. Ms. Howse said these two items need to be totally separate. Furnishings, fixtures, employees, etc. would not be a part of the bond. Usually brick and mortar, construction items roll into bond.

## **7. CITY FINANCE RECAP – MS. HOWSE**

- Ms. Howse wanted to touch base on the performance for 2017, which has just been closed. She passed out the cash statements to all at the meeting. Ms. Howse discusses the General Fund.
  - Beginning balance in the General Fund was approximately \$13,300,000
  - Revenue was approximately \$25,900,000
  - Expenditures were at approximately \$28,000,000
  - Unexpended balance was \$10,580,465
- Mr. Barr questioned the status of the slight increase in sewer rates. Ms. Howse said that she thought that was going to go into effect. Mayor Yates requested reports from Cleveland Water to look at water usage as a way to calculate the sewer rates. They are still working through the information that was sent from Cleveland Water. The goal is to implement that as soon as possible.
- As for the actual appropriations, the City spent 15% less than what was actually appropriated.
- Income tax is at 22.3 million. Ms. Howse projected 19.6 million. She will be adjusting the certificate to reflect that we should be receiving 22.3 million. The breakdown is 75% of income tax was collected from withholding, 17% was from business and 8% was from individuals.

## **8. COMMENTS**

- Ms. Stauffer expressed how much Ms. Howse is going to be missed.

## **9. MISCELLANEOUS**

- No miscellaneous

**10. NEXT MEETING: TBD at a later time.**

**11. ADJOURNMENT: Mr. Scaffide adjourned the meeting.**