

**APPROVED MINUTES OF THE
COMMITTEE OF THE WHOLE**

January 15, 2019
Conference Room #119
5:30 P.M.

Present: Commissioners: Mayor Pro-Tem Michael Brown, Betsy Artz, Emily Bridson, Robert Coughlin, Maurice Groce, Thomas McKelvey, and Mayor Stephen Kepley. Also present: Engineering and Inspections Director Tim Bradshaw, Deputy Finance Director Bhama Cairns, Finance Director Tom Chase, Human Resource Director Gail Dewey, Public Works Director John Gorney, Police Chief Tom Hillen, City Clerk Dan Kasunic, Fire Chief Brent Looman, Deputy Administrator Mark Rambo, Deputy Police Chief Richard Roberts, Community Development Director Terry Schweitzer, and Fire Department Administrative Assistant Nancy Shane.

HUMAN RESOURCES DEPARTMENT:

A. CONTINUED DISCUSSION REGARDING EMPLOYEE HANDBOOK.

Human Resources Director Dewey reviewed the changes that had been made after the initial discussion and asked for additional input. The Committee discussed those changes along with vaping, compliance training, and human resources tracking software and moving forward with an RFP for the software. Director Dewey will make additional changes and return for final approval.

FINANCE DEPARTMENT:

A. RECOMMEND ADOPTION OF RESOLUTION AUTHORIZING REDEMPTION OF LIMITED TAX GENERAL OBLIGATION BOND.

Finance Director Chase reviewed his memorandum dated January 9, 2019 regarding the resolution authorizing redemption of 2009 Library Bonds. He informed the Committee of the saving of the interest, where the funds would be coming from and how it would be paid back. Director Chase stated if a recommendation for approval is made, then this resolution will be on the February 5th City Commission meeting. He explained about a bond rating and how this will not adversely affect the City's bond rating.

Motion by Kepley, seconded by McKelvey, to recommend to the City Commission to adopt the resolution of Limited Tax General Obligation Bond, Series 2009 to redeem the remaining bonds of \$4,790,000.00, proposed to be funded from the City's Special Assessment Revolving Fund.

Motion Carried.

B. JULY THROUGH NOVEMBER 2018 COMBINED REVENUE AND EXPENDITURE REPORT.

Finance Director Chase noted the categories above the normal percents and the reasons why the percents are different.

Motion by Groce, seconded by Artz, to receive and file the July through November 2018 combined Revenue and Expenditure Report.

Motion Carried.

POLICE AND FIRE DEPARTMENTS:

A. MONTHLY REPORTS.

Police Chief Hillen reviewed the Monthly Statistics for December 2018 and the 2014-18 call of service map.

Fire Chief Looman reviewed the Monthly Statistics for December 2018 along with additional information regarding mutual aid and automatic aid to other communities.

Motion by Artz, seconded by Bridson to receive and file the Police and Fire Monthly Reports.

Motion Carried.

MAYORS OFFICE:

A. REMODEL OF CITY HALL.

Engineering and Inspections Director Bradshaw reviewed options for adding three additional offices in the Mayor's Wing and options for additional unisex restrooms. He noted the estimate of the cost involved with this remodel and upgrades and will return with results of an RFP that will be issued in the near future.

The meeting was adjourned at 6:56 P.M.

Dan Kasunic
City Clerk

Michael Brown
Mayor Pro-Tem