

FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE

JANUARY 14, 2020

The meeting was called to order at 5:30 p.m. by Chairman Jim Matuszak. Committee members present were Deborah Born, Jim Matuszak, and Tim McCarthy. Also present were Laura Alkire, Law Director, Dave Creps, Finance Director, Amber Rathburn, Deputy Finance Director, and Steve Bronder, Income Tax Commissioner.

CITY COUNCIL RECORDS RETENTION SCHEDULE

Ms. Alkire stated that City Council is the only department or division that does not have a records retention schedule. She said that she contacted the State for examples of legislative bodies' RC2 forms. The Administration has prepared an RC2 form for City Council showing the records that are generated and the period of time they have to be maintained. Ms. Alkire added that the boards and commissions with appointed members fall under the same records retention schedule as City Council. Mr. Matuszak asked if City Council needs to vote on this. Ms. Alkire said they do not, but a motion in support would be warranted. The Committee recommended that the phrase email messages be changed to email communication, and Mr. Matuszak asked for an explanation of what is meant by the term Council member files. There was discussion regarding public records and private versus public emails. Ms. Alkire added that there are some public records seminars coming up.

AMPLEX AGREEMENT

Ms. Alkire requested approval of an agreement with Amplex. She said that it is a twofold agreement with Amplex using space on the Fort Meigs water tower and using one cell within conduit that the City owns. There are four cells within the 20,000 feet of conduit, and one cell is already being leased to Comnet as part of a twenty-year agreement. The agreement with Amplex would be for ten years. Amplex would provide the City with services in exchange. Mr. Matuszak asked if Comnet is in competition with Amplex. Ms. Alkire said that they could be, but it is a non-exclusive agreement. The Committee had questions and Ms. Alkire said that Gary Kleinfelter, IT Manager, and a representative from Amplex can be at the next City Council meeting. Ms. Alkire said that she will put the agreement on the agenda for that night and if Council doesn't feel comfortable acting on it, they can send it back to the committee.

FINANCE DIRECTOR'S REPORT

The Committee reviewed expenditures greater than \$5,000 for the month of December. There were questions regarding a reimbursement for sidewalk replacement, a name change for the company that provides transit services in the city, and payments for health care. All questions were addressed satisfactorily by the Administration.

Mr. Creps reported that the balance in the Health and Welfare Fund as of December 31, 2019 was \$757,738.55. He said that we will be receiving a refund of approximately

\$30,000 for a specific stop loss. He is in the middle of running calculations for 2020, and he thinks there will be a small incremental increase.

TAX COMMISSIONER'S REPORT

Mr. Bronder reported that income tax collections for the month of December were a little over \$1.5 million dollars which is up 4% from December of 2018. Year to date collections for 2019 were just over \$21 million which is up 7.7% from 2018.

OTHER BUSINESS

Ms. Alkire requested an Executive Session to discuss the purchase or sale of real estate. Mr. Matuszak moved that the Committee go into Executive Session to discuss the purchase or sale of real estate. Seconded by Mr. McCarthy. The Committee went into Executive Session at 6:09 p.m. They reconvened at 6:28 p.m. and there being no further business, the meeting adjourned at 6:28 p.m.

Respectfully submitted,

Jim Matuszak, Chairman
Finance & Economic Development Committee

Next meeting: Tuesday, February 11, 2020 at 5:30 p.m.