

Administrative Services Committee Meeting Minutes

May 6, 2019

Called to Order: 4:30pm by Mr. Brady

Pledge of Allegiance

Roll Call: Present: Ed Brady, Council Member; Lisa Evans, Council Member; Kim Chamberland, Council Member was absent. Ms. Evans made a motion to excuse Ms. Chamberland. Seconded by Mr. Brady. All yes

Staff: Michael Doss, City Manager; Pat Wirthlin, Finance Director, Jackie Bain, Administrative Assistant

Visitors: None

Approval of Proceedings from April 9, 2019 meeting. Ms. Evans made a motion to approve the minutes. Seconded by Mr. Brady

Fifth Third Bank Accounts Authorization

Ms. Wirthlin presented information to open up new bank accounts for JEDD IV and JEDD VI. Currently the city carries seven bank accounts with Fifth Third Bank. Some checking, some savings. The three biggest accounts are the General Primary city account, payroll, and Mayor's Court. We have bank accounts for each JEDD's I, II, III and V. We would like to add JEDDS IV and VI. Fees will be minimal. Probably less than \$100.00 a year. We now roll these into the General Fund because they are rather small. In the past we didn't justify opening up accounts and having banking fees. However, it is causing big headaches in the audit. We are already up to \$2,000 in audit fees for these JEDDs trying to untangle them from the Government fund. In order to open up this new bank account, Fifth Third requires that council adopts specified resolutions to designate who deposits them. The designated people are Michael Doss (City Manager), Pat Wirthlin (Finance Director) and Tina Kern (Assistant to The Finance Director). Mr. Brady asked if there was a separate account for JEDD IV. Ms. Wirthlin said that JEDD IV and JEDD III were flowing thru the General Fund. Ms. Evans said it does make sense to have them separate. Mr. Brady asked if Fifth Third will allow naming of the accounts by JEDD numbers so that we actually know which JEDD account by name. Ms. Wirthlin said yes. Mr. Brady asked about the minimal bank fees. Ms. Wirthlin said that these are Public Funds savings accounts so that we will not have fees generally associated with checking accounts. The fees will be closer to \$50.00 a year. Mr. Brady said that we can see this at Budget Session each year as well.

Mr. Brady made a motion, Ms. Evans seconded the motion

The Committee agreed to make a motion to authorizing The Legal Director to prepare a Resolution in Accordance with the attached Fifth Third Document entitled "Account Resolutions Certificate for Treasury Management Services," Naming Authorized Personas as Michael Doss (City Manager), Pat Wirthlin (Finance Director) and Tina Kern (Assistant to The Finance Director). All voted yes

Property and Casualty Insurance Agreement

Ms. Wirthlin presented that every year we review this information. Staff is recommending that the city continue its engagement with McGowan Governmental Underwriters for Property and Casualty Insurance. Coverage includes everything owned and liability insurance. Currently we are renewing at about \$49,000. Ms. Evans asked if this covered the parks. Ms. Wirthlin said it covers everything the City owns. We are insured for replacement costs. Ms. Evans asked if we have shopped around for other rates. Ms. Wirthlin said that we have not in several years but it is time to do that.

Mr. Brady made a motion, Ms. Evans seconded the motion

The Committee agreed to make a motion authorizing the Law Director to prepare an Ordinance Authorizing an Agreement with McGowan Governmental Underwriters for Property and Casualty Insurance in the amount of \$48,765 for the period May 13, 2019 to May 13, 2020 All voted yes

Squire, Patton, Boggs Legal Services

Mr. Doss presented an invoice from Squire Patton Boggs LLP in the amount of \$4,944.25 for legal services.

Mr. Brady made a motion, Ms. Evans: seconded the motion

The Committee agreed to make a motion authorizing payment in the amount of \$4,944.25 to Squire Patton and Boggs LLP for legal services. All voted yes

There being no other business to come before the committee, Mr. Brady made a motion to adjourn which was seconded by Ms. Evans.

Mr. Brady: yes, Ms. Evans: yes,

The meeting was adjourned at 4:47pm.

Respectfully Submitted,
Jackie Bain