

**Administrative Services Committee
January 13, 2021
Minutes**

Lisa Evans called the meeting to order at 5:00 pm

Committee Members Present: Chairperson Lisa Evans, Sandy Russell and Kim Chamberland (via telephone)

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

Proceedings: Approve the proceedings from the December 8, 2020 meeting. Ms. Evans made a motion to approve. Ms. Russell seconded the motion. All yes

2020/2021 SALT TABULATION

Mr. Hackmeister presented the State bid information for road salt. The City typically orders around 700 tons per year. Since we had a mild winter, we requested 400 tons this year. The bid amount is \$54.29 per ton from Compass Minerals America Inc. and we are required to purchase 90% of the bid amount. The total amount is for \$21,716.00.

The Committee Agreed to Make A Recommendation for The Law Director to Draft an Ordinance Authorizing an Agreement with Compass Minerals America Inc To Purchase Road Salt

CLERMONT COUNTY AUDITOR ADVANCE PAYMENTS OF TAXES DURING THE YEAR 2021

Ms. Wirthlin noted that the City annually requests advances in real estate tax receipts and other County sources as funds become available. This would allow the City to receive these taxes more in line with "as earned". Without such a request, the City would receive taxes twice a year usually July and November.

The Committee Agreed to Make A Recommendation Authorizing the Law Director to Draft a Resolution Authorizing Request for Advancement of Taxes from The Clermont County Auditor

AMENDING APPROPRIATION ORDINANCE 2020-63

Ms. Wirthlin presented a list of re-appropriations and a few items that came to light after the Council 2020 budget Work Session. Council previously approved most of the big-ticket items by way of Ordinance. Essentially, most of these are commitments from the prior year or unpaid bills. The committee reviewed the list.

The Committee Agreed to Make A Recommendation for The Law Director to Draft an Ordinance Amending Appropriations Ordinance 2020-63 By Increasing the Individual Items as Listed on The Included Chart Totaling \$809,050

There was no additional business

Ms. Evans made a motion to adjourn that was seconded by Ms. Russell. All yes

The meeting was adjourned at 5:10pm

Respectfully Submitted,

Jackie Bain

"These minutes have been approved and adopted by Ms. Evans, Ms. Russell and Ms. Chamberland via email on January, 14, 2021."