

FINANCE MEETING MINUTES
January 11th, 2017

Call to Order: The meeting was called to order at 6:00 P.M.
Roll Call: Paula Tubalkain, Chair, Paul Janson, John Clark, Finance Committee.
Others: Jenny August, Clerk-Treasurer; Linda Clark, Mayor.
Citizens: None

CITIZENS: no public comment

NOMINATION OF COMMITTEE CHAIR:

Paul nominated Paula to remain as Chair of Finance for another year, with a second from John. Both voted aye. Nomination accepted.

ACCEPTANCE OF MINUTES: No discussion

❖ Motion to accept the December minutes as presented by John, seconded by Paul. All ayes.

FINANCIAL REPORTS:

Jenny reviewed the financial reports from December and year end. Overall, the numbers came in close to what we projected, with the exception of a few. If we had not transferred \$15,000 from General Fund to Water Operating, the water fund would have gone negative at year end.

❖ Paul moved to forward the financial reports to Council. John seconded. All ayes on vote.

BILLS OF RESOLUTION:

Jenny suggested that we change the Bills of Resolution to reflect what actually needs Council approval. We put wages, utilities, medical coverage and park refunds that were pre-approved by Council and have already been paid. These payments show up on the payment listing in the financial reports. This would simplify the Bills of Resolution which would make it easier to focus on the actual bills that need Council approval.

John asked about Line 31, the door hangers. Jenny said they are for hanging shut off notices on peoples door.

The Finance Committee discussed the major repair that was done to the K9 car. Harry will be asking for special approval at Council

❖ Motion to forward the Bills of Resolution to Council by Paul, seconded by John. All voted aye.

LEGISLATION:

Paula reviewed the legislation;

❖ **ORD. 2016-61** This is the second reading on amending expense limits relating to employee travel. The Safety Committee recommends a change. They think as long as the employee is staying at the host hotel, the full cost should be allowed. If the host hotel is full, the employees committee can approve the rate. The Finance Committee agreed, but wants Council to approve the rate, not the committee.

❖ **ORD. 2016-63** This is the second reading for some zoning amendments. Any zoning amendment must go three readings and have a public hearing before final passage. There will be a public hearing in February before Council. Jenny suggested that other components are needed such as setbacks for these PODS, for example, not allowing them in the front yard or along the property line. Linda explained that the Planning Commission was concerned about putting a limit on how long people have these things. John asked if these fall under accessory buildings and would follow setback codes for those? Linda said no, these are moveable.

Paula asked if this applies to camper trailers. Linda said that is addressed in another section. This is addressing something like a tractor trailer being put on someone's property and used as a storage facility. Paul said a trailer, like a tractor-trailer in a trucking company is technically a shipping container. This can be discussed at Council and possibly sent back to the Planning Commission to discuss this ordinance further.

DISCUSSION:

General Obligation Bonds-

Middlefield Bank is willing to refinance the bonds at a lower rate.

- ❖ John moved to have Michele start reviewing any documents and preparing legislation to refinance our bonds with Middlefield Bank. Seconded by Paul Janson. All ayes on vote.

Grant Appropriations-

Jenny said since we did not know about some of these grant projects when we submitted the budget last June, we were not able to submit appropriation's for these funds. There is still \$582,000 that will need to be appropriated to finish the High St. Waterline project, and we need to appropriate \$117,322 for the Headwaters Trail grant project, and lastly, we would need to appropriate \$36,000 for the Water and wastewater Treatment Plant system upgrades grant, just to show the pass through payments. Jenny would like to prepare legislation for Michele to review that would appropriate money for the grant projects.

- ❖ John moved to appropriate funds for the 2017 grant projects, with a second from Paul. All ayes.

NEW OR OTHER BUSINESS:

ADJOURNMENT:

Motion to adjourn at 7:47 by John, seconded by Paul. All voted aye.

Paula Tubalkain, Chair, Finance Committee

Jenny August, Clerk-Treasurer