

## FINANCE MEETING MINUTES

January 13<sup>th</sup>, 2016

**Call to Order:** The meeting was called to order at 6:00 P.M.

**Roll Call:** Paula Tubalkain, John Clark; Paul Janson, Finance Committee members.

**Others:** Jenny August, Clerk-Treasurer; Linda Clark, Mayor;

**Citizens:** None

### NOMINATION OF CHAIR:

- ❖ Paul Janson nominated Paula as 2016 Finance Chair with a second by John. All were in favor.

CITIZENS: No Discussion.

### ACCEPTANCE OF MINUTES:

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

### FINANCIAL REPORTS:

Jenny reviewed the financial reports from December. Paula noted a discrepancy in the revenue report and the cash summary. After discussion, they were able to account for some of it. Jenny will look into it. The review of reports led to a discussion about the Shade Tree fund. The Finance committee recommends that the residential payment for tree's removed in their tree lawn should be deposited into the Shade Tree fund and used to replace the trees that are removed. This should be discussed further at the Shade Tree meeting, and then discussed at Council. When reviewing the Income Tax reconciliation, Jenny told the committee about the old XP computer that the income tax program is on. It is no longer supported or able to be supported by tech support. The Finance committee said to go ahead and get a new computer, but avoid the Windows 10.

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

### BILLS OF RESOLUTION:

Paula asked about the Enterprise invoice. Linda wondered if this just covered the trees that were coming down at the park. Jenny said it is all charged to parks, so she assumes it is, but can check with Kate.

- ❖ Motion to move the Bills of Resolution to Council by Paul, seconded by Paula. All voted aye.

### LEGISLATION:

Paula reviewed the legislation;

- **ORD. 2015-44** *2<sup>nd</sup> Reading*. This is the zoning map recommended by the Planning Commission.
- **ORD. 2015-48** *1<sup>st</sup> Reading*. School Resource Officer revenues going to Police Capital.
- **ORD. 2016-01** *1<sup>st</sup> Reading*. Determining how employees report off work in each department. This will be determined by the department head.
- **ORD. 2016-02** *1<sup>st</sup> Reading*. Rescinding the 2015-9 allowing the Police Dept. to sell old car on line. This ordinance gives them permission to sell or junk it.
- **ORD. 2016-03** *1<sup>st</sup> Reading*. Renumbering chapter 450 of the zoning book relating to special recognition signs. Service Committee wants to standardize these signs and have them installed by the high school. Paul is recommending amending the size.
- **ORD. 2016-04** *1<sup>st</sup> Reading*. This ordinance is to clarify the terms of the Planning Commission members.

**DISCUSSION:**

**Income Tax – Quarterly estimates enforced or leave as annual.**

The Finance committee recommended that we ask Michele to write legislation for the taxes to be paid annually, but quarterly payments would still be accepted.

- ❖ Motion to have tax paid annually by Paul, seconded by Paula. All were in favor.

**24/7 Police Protection-**

The General Fund is healthy enough right now to do this. Jenny and Harry agreed that it would cost about \$25,000 additional for this coverage. Jenny said the General fund always has this much in carryovers, so there should not be a threat of layoffs. It may be possible to use unpaid auxiliary officers at times. The appropriations will not be increased right now, but can be reviewed in September and determined if there is a need to increase the Police Departments appropriations.

**NEW OR OTHER BUSINESS:**

Linda wanted to discuss the marriage fee that she charges people when she marries them. So far, nobody can find where it is written that there is a specific fee for marrying people. We have always thought it was a \$100 fee. Michele says the only thing she could find is that it is a donation in whatever amount the people want to pay.

Motion to adjourn at 7:13 by John, seconded by Paula. All voted aye.

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Paula Tubalkain, Chair, Finance Committee

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Jenny August, Clerk/Treasurer