

FINANCE MEETING MINUTES

January 14, 2013

Call to Order: 6:30 P.M.

Roll Call: Paul Janson, Ben Prescott, Bill Zoller,

Others: Clerk-Treasurer Jenny August, Mayor Linda Clark, Councilman Marty Hura

Citizens: None

Approve Minutes-

Motion to approve the minutes by Ben Prescott, seconded by Bill Zoller. All ayes on vote.

Financial Reports:

- Jenny summarized the financial reports. All funds ended the year in the black. Total fund balance was \$387,695. Total revenues for December were \$94,920. Total expenses for December were \$316,180. We made our semi-annual payments on the water & sewer debts. There were no adjustments on the cash summary report. The water & sewer programs matched the UAN. The Income tax programs also matched the UAN. The bank reconciliation went well with no adjusting factors. The Budgetary Receipt report tells us that we ended the year earning \$97,000 more than we anticipated in overall funds. The Disbursed (spent) versus appropriated report shows that there was \$77,000 of unspent appropriations at the end of the year in overall funds

Ben moved to forward the financial reports to Council. Bill seconded. All ayes on vote.

Bills of Resolution:

- Bill asked about the Acquire Fire Protection charges. Jenny said we use several different companies. Bill said it should be bid out. Paul said we don't need to bid that out, but we could at least get quotes. There are a lot of people out there that do this. Linda said we should be getting quotes on a lot of things including chemicals and sludge hauling. Paul asked if the same will be for the TAC Computer contract in the Police Department. Linda thought so.
- Ben asked about the TAC Computer charge. Is that for a year? Jenny said that is every month.
- Paul asked about the Treasurer Drug & Alcohol screening charge. Jenny said it is for someone that was pulled over by the State Highway Patrol. We do several per year.
- Paul noted that we finally got the battery for the AED.

Motion to move the Bills of Resolution to Council by Paul, seconded by Ben. All ayes on vote.

Legislation:

- **2012-28-** Sidewalk grant. Linda said she will be presenting for DMRC tomorrow night at Council. DMRC said if they can't reduce the 8 ft. sidewalk down to a 5 ft. sidewalk, they will probably turn it back. Michele has been researching and can't find anywhere that says the sidewalk must be 8 feet. This was tabled on 3rd reading and is not ready to un-table.
- **2012-60** This is also tabled. The survey is done, but we have not gotten any paperwork back yet.
- **2012-76** This is to establish a fee for setting up an awning for cremation burials at the Cemetery. Paul asked if everyone seemed okay with this. Everyone was.
- **2013-01** This is the mutual aid agreement. Everyone must be in agreement with how it is written.
 - **2013-02** This is to increase the appropriations for 2013. We are increasing the General Fund appropriations by \$27,000 to pay the School Resource Officer. We discussed this in our October meeting and knew that we would have to wait until the first amendment with the County Auditor. Also, Harry wanted to appropriate \$2,000 in the Police Capital Fund, specifically the K-9 line. Also, we had enough in Water Operating to increase the appropriations by \$10,000. We did not have enough appropriations to make a full purchase order for the Ohio Drilling project, so Jenny only made it for six months of payments. If this passes tomorrow night, she will make a P.O. for \$10,000 and encumber the remaining six

months of payments. Bill asked if we appropriated for the St. Gobain project. Since we had some extra money at the end of the year, would we want to look at that? Paul agreed.

- **2013-03** This is to close funds that are no longer in use and have a zero balance.

Other Discussion:

Assistant Clerk Position:

Jenny said that Lisa Davis will be taking on the Park Lodge and also the water & sewer reporting. With this taken away, Jenny thinks this could be a part time position. Jenny said this is an opportunity that we don't get very often and it is an opportunity to save money and benefits. Bill said he thought Lisa could be relocated in Jenny's office and we would not need to fill this position. Ben and Paul both agreed that Anthony and Jenny both need Assistants in their offices. There will be an executive session for personnel tomorrow evening at Council. Ben said we should have it on the agenda and we could table it and go into executive session. Jenny said she would appreciate being called in to the executive session. Bill asked Jenny what she thought she would need. Jenny said up to 25 hours per week, also with the allowance of up to six weeks every year that could go as much as 40 hours per week. Bill said we should limit it to 20 hours per week with the exception of the 6 weeks of 40 hours.

New or Other Business:

- Linda said this is out last year on the J&J contract and someone should contact them on pricing for the 4th & 5th year.
- Linda wanted to talk about the rollover money. Linda asked if they wanted to look at putting some of the carry over money into Capital funds like we had discussed previously. Paul asked if we are already doing that with the St. Gobain money. According to Bill's appropriation papers, there was \$6,000 planned in Income Tax refunds that Council intended to move to Capital Reserve. Paul asked Jenny if we could do that now. Jenny said we could increase appropriations in General Fund by \$10,000 for "transfers out" purposes, and transfer that amount into Capital Reserve. We would have to do legislation for that. Bill asked about the remaining money. Jenny said we are using it. Jenny said it is best to leave it in the General Fund in case we need it for a truck or something. It would be better to have it available rather than taking out a loan.
- Linda said we will also have an executive session to discuss Engineering firms, and possibly combining the Zoning work into this.
- Marty said he thought there was an agreement with the County that the recycle truck only came in town one day a week. They are here at least three days a week. Paul said some of the pick ups are commercial, which are different trucks. Paul said the whole situation with the Portage County Recycle Center could affect this. The issue about communities having choices for their recycling is the reporting concerns. If we leave the recycling with Portage County Recycling, they would need a 3-4 million dollar upgrade. The trash hauling companies are already capable and equipped to sort the recycling.

Citizens:

No citizens.

Motion to adjourn at 7:27 by Ben Prescott, seconded by Bill Zoller. All ayes on vote.

Paul Janson, Chair of Finance Committee

Jenny August, Clerk-Treasurer