

FINANCE MEETING MINUTES

February 18, 2013

Call to Order: 6:30 P.M.

Roll Call: Ben Prescott, Bill Zoller, Alternate Linda Schilling in for Paul Janson

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

Citizens: None

Nomination of Finance Chairman:

- Bill Zoller nominated Paul Janson as Finance Chair for 2013, seconded by Ben Prescott. All ayes on vote. There were no other nominations.

Approve Minutes-

- Motion to approve the minutes by Linda Schilling, seconded by Ben Prescott. All ayes on vote.

Financial Reports:

- Jenny summarized the financial reports. All funds are in the black. Total fund balance was \$387,695. Total revenues for January were \$137,549. Total expenses for January were \$72,718. There were no adjustments on the Fund Summary (old cash summary) report. There will be an adjustment next month because the CD amount deposited in General Fund from the Parks CD should have gone in Park Operating. The new reports are the Revenue Summary and Appropriation Summary reports that replace the Combining reports from last year's software. The water & sewer programs matched the UAN. The Income tax programs also matched the UAN. The bank reconciliation went well with no adjusting factors. Also, Local Government Services will come to the March Council meeting regarding our Fiscal Watch status. Ben moved to forward the financial reports to Council. Bill seconded. All ayes on vote.

Bills of Resolution:

- Linda Clark asked about line 64, overtime for Village Hall. Why this wasn't marked paid? Jenny said it was overlooked. They are the prior month's wages and are always paid.
- Linda Clark mentioned that Jenny had questioned the high gas bill for the garage. Linda C. asked about it and was told that it is kept at 65 during the day, and 60 at night. There is a tarp separating the heated and non heated section.
- Bill asked if they were getting salt. It looked low. Jenny said they bought 50 tons at the end of January.

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

Legislation:

- **2012-28-** Sidewalk grant. Linda said we did get the variance for a 5 foot sidewalk. This is still tabled.
- **2012-60** This is also tabled. We need to un-table this and fail it because it has changed so much, it is easier for Michele to write a new ordinance which is 2013-07.
- **2012-76** This is to establish a fee for setting up an awning for cremation burials at the Cemetery.
- **2013-01** This is the mutual aid agreement. 2nd reading
- **2013-03** Closing funds that are no longer used. 2nd reading.
- **2013-05** First reading on duties performed by Assistant Clerk. Jenny said she was concerned about the wording in Section 3 where Council now assigns duties to this person. This was not in there before, and considering the job is being reduced to 24 hours per week, Jenny doesn't want to share the employee. Linda Clark said it is so they can be cross trained for water-sewer billing. Ben said the way it is written, anyone on Council can go in and assign the Assistant to do anything. Ben said we should specify what other duties they would do.

- **2013-06** We would like to have seven members instead of five.
- **2013-07** This is the new version of vacating College St. We would keep the a portion of the section behind the building for us.
- **2013-08** Establishing a re-connection fee and inspection fee for reconnecting water service that has been capped off.
- **2013-09** Establishing a re-connection fee and inspection fee for reconnecting sewer service that has been capped off. This includes having the lines filmed and updated.
- **2013-10** Ratification of Portage County Solid Waste plan. We should suspend the rules because they have to have it by April 2nd.
- **2013-11** Amending the handbook for Service Dept. employees working certain holidays. After discussion, Finance recommended tabling this and sending it back to Service for more review.

Other Discussion:

Assistant Clerk Position:

- Jenny interviewed every applicant that applied for the Assistant Clerk position. She has a candidate that she feels would be a real good fit. Linda Clark asked that Council do a joint interview. Jenny said Lisa was only interviewed by Anthony and the Mayor. How is this different? Linda Clark asked if she and Jenny would interview. Jenny said she would not select any of the other candidates. Jenny agreed to let Linda interview. Ben said we could hear her opinion, but Council would be the ones to approve.

New or Other Business:

- Linda said the employees are unhappy and she would like Finance to consider merit raises. She passed out a handout showing what the cost would be for those that are being considered for merit raises. She would like to have Michele write something up for tomorrow's meeting. Linda C. justified the raises by added income tax from Contractors working on Orchard St. and S.R. 44. Ben said he doesn't have a problem with across the board raises, but he doesn't like merit raises. Bill asked why officers that are drawing a pension as well as getting a good hourly rate are getting raises. Linda Schilling made a motion to have Michele write up an ordinance increasing the caps on certain employee positions and allowing merit raises. Ben seconded. All ayes on vote.

Citizens:

No citizens.

Motion to adjourn at 7:16 by Linda Schilling, seconded by Ben Prescott. All ayes on vote.

Ben Prescott, Finance Committee
(signing because Paul was not at this meeting)

Jenny August, Clerk-Treasurer