

**FINANCE MEETING MINUTES**  
**May 10<sup>th</sup>, 2017**

**Call to Order:** The meeting was called to order at 6:02 P.M.  
**Roll Call:** Paula Tubalkain, Chair, Paul Janson, and John Clark  
**Others:** Jenny August, Clerk-Treasurer; Linda Clark, Mayor.  
**Citizens:** None

**CITIZENS:** No discussion

**ACCEPTANCE OF MINUTES:** No discussion

- Motion to accept the April minutes as presented by John, seconded by Paul. All voted yes.

**FINANCIAL REPORTS:**

Jenny reviewed the financial reports. She noted that Street wages were at nearly 60% used up after the end of April. The discussion followed about the Street fund being sort of a “catch all” that is used whenever the employees are not clear on which fund to charge hours to, or even when spending money. Bruce is going to keep a closer eye on this.

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

**BILLS OF RESOLUTION:**

Paul asked if we would be getting another bill from the auditor. Jenny said yes, there is still \$2,400 on the PO and they will probably use it all. John asked about the 48” bucket. He thought it was included. Linda said this is an additional bucket that they felt they needed. Paula asked about the road salt invoice. This was for the whole season and will probably carry us well into the next season.

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

**LEGISLATION:**

Paula reviewed the legislation;

- **ORD. 2016-63** This was tabled on the third reading. Jason is going to provide a list of people that will be grandfathered in. This is part of the public hearing before the next Council meeting.
- **ORD. 2017-05** The Planning Commission is recommending removing section 450.04. 3-B since it is covered under 3-C. Also to be discussed in the public hearing.
- **ORD. 2017-07** No discussion. Also part of the public hearing.
- **ORD. 2017-15** Last month’s amendments have been made. Jenny said we will have to amend another area at the next Council meeting. Since we have refinanced the Village Hall debt, we are going to create a new fund. Council will need to increase the Real Property tax revenues in General Fund by \$43,700 per year, and add General Fund Transfers out by \$43,700. It will be a wash, just a book keeping issue. Discussion followed about the Headwaters Trail-Mill St. budget for \$75,000. The project should be completed this year, but in case it is not, or in case the Appendix E is not done until 2018, Council will leave it as is. 3<sup>rd</sup> Reading.
- **ORD 2017-19** The Portage Parks district has funding available to complete the west end of the trail and they would like to take ownership and maintain the trail going forward. The village must retain ownership until 2018, so this ordinance would allow the village to lease the trail for \$1 until 2018, and at that time the village would sell the trail to them for \$1. Paula asked if they would get the whole trail, and she asked how wide the trail is including the right of way. Her thinking is that if we ever develop Matts Road, we may someday want to provide the businesses in that area with a road to get from one side of town to the other without going on the main village roads. Jenny said that when the village got the grant to pave Orchard Street, the man

from the county (Neighborhood Development Services) said it would be an ideal area to develop industry which would be great for the village. 1<sup>st</sup> Reading.

- **ORD. 2017-20** Planning is finished with the subdivision regulations that has been in the works for some time. 1<sup>st</sup> Reading.
- **ORD. 2017-21** This was recommended by Planning and is related to grading your property.
- **ORD. 2017-22** This is to create the new debt fund (Village Hall Note Retirement fund- # 3401), and to allow for the money to be transferred from the semiannual General Fund property tax revenues to the new debt fund when the semiannual check is received from the County Auditor.

### DISCUSSION:

**Bob Reitz Retirement-** The Chief would like to have a retirement party for Bob who is retiring June 10. The Auditor of State's office said it would not be proper use of public funds for the village to pay for this party, so Harry is requesting donations. Harry asked Jenny if the village could pay for a plaque for Bob. Jenny contacted the Auditor of State's office and they said they would not guarantee that it would not be a "Finding for Recovery", but if Council chooses to authorize the expenditure, it must be paid for out of the General Fund, and Council must do a resolution authorizing the purchase. Paul said he is concerned about setting precedence. John is concerned that it was not clearly approved by the Auditor of State's office. The Finance committee agreed that it should be funded by donations.

**ODNR Grant-** already discussed.

### NEW OR OTHER BUSINESS:

The Mayor received a certified letter from Jennifer Sobczak requesting payment of \$100 for damage done to her car during an arrest. She was causing a scene by playing loud music, harassing the Officer at a traffic accident and refusing to get out of her vehicle when the Officer requested. Her door handle was ripped off her car. The Finance committee agreed to deny her request.

Paul said he wants to start having serious discussions in Service and Finance committee meetings about the water and sewer rates. Chelsea and Jenny worked on additional options for rates other than the ones provided by CT Consultants in the rate analysis.

### ADJOURNMENT:

Motion to adjourn at 7:19 by John, seconded by Paul. All voted aye.

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Paula Tubalkain, Chair, Finance Committee

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Jenny August, Clerk-Treasurer