

FINANCE MEETING MINUTES
May 15th, 2019

Call to Order: The meeting was called to order at 6:00 P.M. by Chair David Sluka

Roll Call: David Sluka, Ben Prescott, Paula Tubalkain, and Jenny August.

Others: Mayor Linda Clark, Village Administrator John Trew

Citizens: None

CITIZENS: None

ACCEPTANCE OF MINUTES:

- ❖ Motion to accept the April Finance minutes as presented by Ben, seconded by Dave. All voted aye.

FINANCIAL REPORTS:

Jenny reviewed the financial reports. Revenue was higher than usual in April because of income tax collections.

- ❖ Motion to forward the financial reports to Council by Ben, seconded by Paula. All voted aye.

BILLS OF RESOLUTION:

- ❖ Motion to forward the Bills of Resolution to Council by Dave, seconded by Ben. All voted aye.

LEGISLATION:

Dave reviewed the legislation;

ORD. 2019-11 This was the third reading for the Clerk-Treasurer's pay for the next term. The Finance Committee discussed pay options since the village appears to be moving towards having RITA handle tax collections. If Council contracts with RITA, should the Clerk-Treasurer's wages be reduced? What would the Finance Committee recommend? The Mayor created a document with three options that she would like the Finance Committee to consider for the Clerk-Treasurer's pay if Council elects to have RITA handle our taxes. The first option is to cut the Clerk-Treasurer's salary by \$6,000 with 2% increases each year. The second option is to cut the Clerk-Treasurer's salary by \$3,000 with a 2% increase each year since the Clerk-Treasurer will still be doing some tax work. The third option is to freeze the Clerk-Treasurer's current salary and in the third and fourth year, give a 2% increase each year. The Finance Committee did not come up with any other options of their own.

- ❖ Ben moved to recommend to amend Section 2 part 2 to change the salary amount to \$44,974, part 3 to change the salary amount to \$44,974, part 4 to change the salary to \$45,873, and part 5 to change the salary to \$46,879.46. Paula seconded the motion, all ayes on vote.
- ❖ **ORD. 2019-12** This was the third reading for the 2020 budget. It was amended at the April Council meeting. There will be a Public Hearing for the 2020 budget at 6:45 pm before Council meets next Tuesday.

ORD. 2019-19 This is to update the pay scale legislation so the John Trew can be paid hourly instead of salary. 1st Reading.

ORD. 2019-20 This is to increase appropriations in the General Fund and the Cemetery Fund. The General Fund needs appropriations for engineering and repairs to the flag pole. The Cemetery fund needs additional appropriations for extra Trust related expenses and for a donation the Trust made towards the new Police cruiser. 1st Reading.

ORD. 2019-21 This is to authorize an agreement with RITA to process the village income tax. 1st Reading.

ORD. 2019-22 This is to apply for a Natureworks grant for continuing work on the Buchert Park walking trail. 1st Reading. The DMRC will be providing the matching share of \$11,437.50. The grant portion is \$34,312.50. DMRC typically pays up front. 1st Reading.

ORD. 2019-23 This is for the Small Community Infrastructure grant. John Trew explained the grant. They work with the EPA. The grant can only be awarded if we are combining with the county for our water and sewer. It is to help with rate stabilization and also debt forgiveness. 1st Reading.

DISCUSSION:

Park Lodge Policies

There is a need to locate any documents relating to the park lodge and create a policy. There are too many gray areas such as whether or not people can set up the night before they rent it, take food down the night before, etc. We also need to look at who can use it for free or a discounted rate such as school related events, funerals. Jenny will try to collect documents.

Clerk-Treasurer's Salary if Council goes with RITA

This was already discussed in Ordinance 2019-11.

C.T. work authorization of \$3,500 for the flag pole.

This was discussed in the appropriation Ordinance 2019-20.

Village Administrator Position

Even though John Trew has agreed to stay on as a part time Village Administrator, the Finance Committee would still like to discuss and determine what direction the Village should go for this position. Would it be combined with Zoning, mostly Administrative, grant writing, etc. Jenny will find the current job description for Village Administrator for next month's Finance meeting.

NEW OR OTHER BUSINESS: none

ADJOURNMENT:

Motion to adjourn at 7:05 pm by Dave, seconded by Ben. All voted aye.

David Sluka, Finance Chair

Jenny August, Clerk-Treasurer