

FINANCE MEETING MINUTES
September 11th, 2013

Call to Order: 6:40 P.M.

Roll Call: Paul Janson, Ben Prescott, Bill Zoller is absent.

Others: Clerk-Treasurer Jenny August

Citizens: None

Ben Prescott moved to excuse Bill Zoller, with a second from Paul Janson. Motion is approved.

Citizens Comments: none

Approve August Minutes-

Motion to approve the August minutes by Ben Prescott, seconded by Paul Janson. Motion is approved.

Financial Reports:

Jenny summarized the financial reports. All funds have positive balances. Total revenues for August were \$170,878. Total expenses were \$104,367. On the Cash Summary report, there were no adjustments. The Revenue Summary shows that we are at 63.64% of our expected revenues. The Appropriation Status report shows that we are at 52% which is pretty good. The Income tax balanced with the UAN, as did the Water-Sewer program. The bank reconciliation went well with no adjusting factors. Council approved payments on checks 40423 through 40498.

Ben moved to forward the financial reports to Council. Paul seconded. Motion is approved.

Bills of Resolution:

- Jenny said there are a lot of expenses charged to sewer, primarily because sludge was hauled.
- Paul commented on the amount of paving done by Audley Zuver for only \$2,000. He said he gave us a great deal.

Motion to move the Bills of Resolution to Council by Ben, seconded by Paul. Motion is approved.

Legislation:

- **2013-60** This is the final reading to raise water rates. Paul said the amendments are correct.
- **2013-61** This is the final reading to raise sewer rates. Amendments are correct on this one also.
- **2013-70** This is amending the personnel handbook relating to calling in sick. The Police Dept. will be requesting an amendment to this at the Council meeting.
- **2013-75** This is the annual resolution accepting the amounts and rates determined by the Portage County Budget Commission..
- **2013-76** This ordinance updates the pay rates of employee positions.
- **2013-77** Amending the Codified Ordinances where the titles Assistant Clerk and Administrative Assistant were referenced. These are now changed to Administrative Support Officer.

Discussion:

Sewer Expenses:

Jenny said sludge needs to be hauled in October. Also, the Village Administrator said we have to replace the heaters, and Flap Panels, and repair the generator at the wastewater treatment plant. This is going to cost around \$13,000 and also the wages will likely run out. Jenny said we have not met revenue goals for sewer, and the only thing to do would be to either transfer or advance from the General fund. Jenny looked at the General Fund revenue status and it is at 85% now so doing the transfer should work out. Ben said there is no reason to do an advance because the sewer fund can't pay it back. Paul said to move legislation forward to Council for a transfer of \$20,000 from General Fund to Sewer Operating.

Increasing Appropriations:

Jenny said in order to do the transfer, we would need to increase the appropriations in the General Fund. We also will need an extra \$5,000 for the Police Department for gas and telephone. When we added the third car for the K-9, we didn't anticipate the additional expense.

Jenny said Dave said he will need money in the Street Operating Fund to replace the cutting edges on the plows and some other vehicle expenses. The revenue goals are in line and increasing the appropriations should not be a problem.

Lastly, we would need to appropriate the \$20,000 that the General fund is transferring in to Sewer Operating.

Renewal of our Medical Insurance in December:

Jenny received forms from Kaczmarek Insurance for renewal in December which has to be in by September 15th. We are currently renewed through September 2014, but this December renewal is supposed to exempt us from some of the Obamacare stuff. Jenny asked our agent if there would be an increase in December, because if we are locked in at 8.5%, there would be no reason to renew just to extend the renewal three months. The Agent said the renewal is non-binding. When the rates are released in October, if we determine that we did not want to renew, our renewal can be rescinded. Ben said by renewing, he thinks we would be avoiding lots of fees and charges that would kick in under Obamacare.

New or Other Business:

There was no new or other business.

Motion to adjourn at 6:58 by Ben Prescott, seconded by Paul Janson. Motion is approved.

Paul Janson, Chair Finance Committee

Jenny August, Clerk-Treasurer