

FINANCE MEETING MINUTES
November 9th, 2016

Call to Order: The meeting was called to order at 6:01 P.M.
Roll Call: Paula Tubalkain, Chair, Paul Janson, Alternate Marty Hura, Finance Committee.
Others: Jenny August, Clerk-Treasurer; Linda Clark, Mayor.
Citizens: None

❖ Motion to excuse John Clark by Paul, seconded by Paula. All ayes on vote.

CITIZENS: no public comment

ACCEPTANCE OF MINUTES: No discussion

❖ Motion to accept the October minutes as presented by Paul, seconded by Paula. Both voted aye.

FINANCIAL REPORTS:

Jenny reviewed the financial reports from October. The revenue status report was discussed.

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

BILLS OF RESOLUTION:

Paul asked about the W.W. Williams charge. Jenny said it is for the annual generator service. Paul also wondered why we get some cleaning items from M. Conley and some from Walmart. Jenny said that most of the commercial things like large commercial rolls of toilet paper or paper towels are easiest to buy from M. Conley, but the sewer plant uses Bounty paper towels, and the Police Department use Clorox Wipes, and those can't be purchased through M. Conley.

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

LEGISLATION:

Paula reviewed the legislation;

- ❖ **ORD. 2016-49** This is the ordinance for the 2017 appropriations. Several amendments were made at the October Council meeting as a result of discussion at the workshop. This is the final version for third reading. There was no other discussion.
- ❖ **ORD. 2016-51** This is the 2017 Council meeting calendar. 3rd Reading. No discussion.
- ❖ **ORD. 2016-54** This is the first step in putting a levy on the ballot next May to raise money for the cemetery. Paula asked the committee if they are sure they want to do this and will support it. Paul said he would prefer that we start out with a 1 mil instead of 1.5. After discussion, it was agreed that this would be amended to be for a 1 mil levy for the Council meeting.
- ❖ **ORD. 2016-55** This is for bridge inspections, at no cost to the village.
- ❖ **ORD. 2016-56** This legislation was needed to go with the DERG truck grant application.
- ❖ **ORD. 2016-57** This is recommended by the Service Committee to amend the employee handbook requirement for service department employees to acquire a CDL within 90 days of employment. Only one of our trucks requires a CDL and this is not a necessity for the job.
- ❖ **ORD. 2016-58** It has come to light that there are residents that have not had an actual meter reading for up to a year and a half. The estimated bills are causing problems when they go on for months. With this amendment to the codified ordinances, the service department employees can get in at least quarterly for read and inspect meters. This is the first reading.

❖ Motion to forward the legislation to Council by Paul, seconded by Marty. All ayes on vote.

DISCUSSION:

Employee Travel Expense Reimbursements- Paula passed out the recommendations that she came up with relating to the Federal Government per diem rates for hotel and meal reimbursements to employees when they are traveling for village business. After some discussion, the finance committee recommended that legislation is created to amend Section 4.6 of the employee handbook.

General Obligation Bonds- At last month's meeting, Paula asked about our General Obligation Bond payment. We are only paying on the principal once per year. She wondered if we could do something about this. Jenny has been talking to other lenders about a loan that would pay off the General Obligation Bonds that we have at Middlefield bank that are currently being paid with a 4.4% interest rate. There is a strong possibility that we can refinance at much lower fixed rate and save a substantial amount of money.

NEW OR OTHER BUSINESS: none

Motion to adjourn at 6:48 by Paul, seconded by Marty. All voted aye.

Paula Tubalkain, Chair, Finance Committee

Jenny August, Clerk-Treasurer