

FINANCE MEETING MINUTES
October 13, 2021

Call to Order: The meeting was called to order at 6:00 pm by Chair Tammy Meyer

Roll Call: Tammy Meyer, Chuck Peterson, Nina Schroeder, and Jenny August.

Others: Marty Hura, Scott Weaver, Heather Paisley, Michele Stuck, Chief Urso, and Mayor Clark.

CITIZENS: None

ACCEPTANCE OF MINUTES:

Tammy said in the financial reports she wanted “I” changed to Jenny so everyone knows who is speaking. Also, in the last part of the financial reports Tammy asked Jenny a question, and she would like Jenny to include the answer. Lastly, in the legislation section, 2021-47 Jenny could not find the definition of SCIP and it is in the header. Mayor Clark said LTAP should be LTIP.

- ❖ Motion to approve the September 15, 2021 Finance minutes as amended by Chuck Peterson, seconded by Nina Schroeder. All ayes on vote.

FINANCIAL REPORTS:

First Jenny wanted to talk about the late fee issue on the water bills. She looked into it and spoke with Portage Co. Water Resources and they were late fees. The bills were due July 20th, Council approved them July 20th, and Jenny cut the check July 23rd and delivered the check in person. Jenny apologized to Mayor Clark and Tammy. Jenny thinks it is because her mother died that week and she was not on her game. Portage County Water Resources has waived the late fees, and the credit should show up on the Nov. bills.

For the financial reports, Jenny said the funds are stable. She was concerned about the balance of the street fund, but looking at prior years, the balance is low in the fall until we get a big license tax check in October. Jenny reviewed the rest of the reports and explained what each report means for the newer people to understand. Tammy said on the fund status report is the available fund balance and that is the number we need to watch when doing the budget. On the payment reports, Tammy asked about the payments to Jack Lange and Mark Smith. Jenny said they were deposit refunds from renting the park lodge.

- ❖ Motion to approve the Financial Reports and forward them to Council by Chuck Peterson, seconded by Nina Schroeder. All voted yes.

BILLS OF RESOLUTION:

Nina asked what the marijuana test kits are for. Chief Urso explained that it is to field test marijuana that they confiscate. They are starting to find fentanyl in marijuana now. Also, they test hemp that the high school kids are vaping.

- ❖ Motion to forward the Bills of Resolution to Council by Chuck Peterson, seconded by Nina Schroeder. All voted yes.

LEGISLATION:

Tammy reviewed the legislation:

ORD. 2021-32 AN ORDINANCE AMENDING SCHEDULE 305.02 AND SECTION 400.01.F OF THE ZONING ORDINANCES OF THE VILLAGE OF MANTUA RELATING TO AGRICULTURAL USES. Tammy said this was sent back to Planning for further review on we will discuss it at Council next week.

ORD. 2021-41 AN ORDINANCE AMENDING SECTION 480.07 OF THE ZONING ORDINANCES OF THE VILLAGE OF MANTUA REGARDING RESPONSIBILITY FOR EXTERIOR MAINTENANCE OF PROPERTIES. No discussion.

ORD. 2021-42 AN ORDINANCE ENACTING CHAPTER 723 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA, REGULATING MOBILE FOOD VENDORS WITHIN THE VILLAGE OF MANTUA. No discussion.

RES. 2021-46 A RESOLUTION AUTHORIZING THE ALLOCATION AND EXPENDITURE OF PUBLIC FUNDS OF NO MORE THAN TWO HUNDRED FIFTY DOLLARS FOR THE PURCHASE OF BEVERAGES AND LIGHT SNACKS FOR THE BENEFIT OF VILLAGE EMPLOYEES AND THE GENERAL PUBLIC. 2nd Reading. Nina asked why when this was discussed at Council, why did we choose to strike light snacks and not token retirement meritorious service awards and flowers. Mayor said because it wasn't brought up, and it can be amended Tuesday at Council.

RES. 2021-52 A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE PORTAGE COUNTY BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR, AND DECLARING AN EMERGENCY. 1st Reading. Jenny said if you got to the third "Whereas", you will see that there is a deadline to pass this resolution by Oct. 1st but it wasn't, so Michele said we need to get approval by the state tax commissioner. Jenny said we usually do it in August but she missed it this year.

RES. 2021-53 A RESOLUTION DECLARING THE 2001 STERLING L75 TRUCK WITH SALT SPREADER NOT NEEDED FOR MUNICIPAL PURPOSES, AUTHORIZING THE VILLAGE ADMINISTRATOR TO DISPOSE OF THIS EQUIPMENT BY INTERNET AUCTION, AND DECLARING AN EMERGENCY. 1st Reading. Scott Weaver explained that the truck is in really bad shape and is beyond repair mechanically and physically. Fall & Stebbins looked over it and recommended scrapping it. Scott said it was a great truck in its day. Motion to move this resolution to Council by Chuck Peterson, seconded by Nina Schroeder. All eyes on vote.

ORD. 2021-54 AN ORDINANCE AMENDING SECTION 4.9 OF THE VILLAGE OF MANTUA EMPLOYEE HANDBOOK IN ORDER TO INCLUDE FUEL CARDS IN THE VILLAGE CREDIT CARD POLICY. 1st Reading. Jenny said she got an email from the state Auditor urging everyone to include fuel cards in their credit card policy. Jenny said this is a red flag that it will be looked for in our next audit, so this way we will have something in writing in our policy. Joe said we already have a pretty good policy and procedure for gas charges. Everyone has their own log in, and Linda Wilke cross checks the receipts against the invoice.

DISCUSSIONS:

Public Records Request Form:

Jenny said we worked on this a few months ago. Tammy said she would like a place to add an email address and the option to have the records emailed to them. Jenny will change that and they

can review it next month at Finance. Chuck asked if they have the records emailed, do we still charge them. Tammy said no. Tammy would also like to have a signature line added at the bottom.

2022 Appropriations:

Tammy said Jenny sent out a copy of what she thinks the 2022 appropriations should be.

- Tammy said under “Parks- Cleaning/inspecting lodge” she would like to reduce that down to \$500 and the remaining \$1500 should go to “Motor Vehicle Equipment & Repair”. She also wants to remove “Cleaning/Inspecting” to just say “Contractual Services”. Jenny said she didn’t think that is enough for cleaning.
- Next, Tammy said in the Fiscal Officer budget we are not offering medical and that has to come off. Mayor Clark said it also is only for 32 hours per week.
- Tammy said under General Fund revenues we need to take the revenue from the income tax increase off and look at it as if it did not pass. Jenny will make these changes for the Council packet.
- Under Road & Bridge Fund 2012, Tammy said to reduce Canada Rd. from \$80,000 down to \$50,000 and add the \$30,000 to the West Franklin Capital Improvements.
- The numbers in the Buchert Park Trail Phase 3 are also off. The project is \$87,000. The grant is \$65,250, and DRMC just paid the match of \$21,750 plus an extra \$500.
- Lastly, Tammy wanted to remove the Police Capital Improvement revenues from the new tax levy of \$54,000. Chief said whichever way the levy goes, we still need to move forward on hiring another full-time officer. We can’t continue being a training ground where people get trained and then leave for higher paying jobs.
- Tammy asked Jenny when we will know more about insurance rates for next year. Jenny said we can invite Debbie from Kaczmarek Insurance to the November Council meeting.

Tammy said Jenny is doing payroll on Oct. 18th and she is going to come in and do payroll with her.

Heather asked if we are charging for vendors/contractors to get a permit to work in the village. Mayor Clark said they are supposed to register with the clerk so they can pay income tax. Heather said this is on top of that. In many cities, the businesses have to get an annual permit to work in the city. Heather said you can look on other cities’ websites at their applications. Mayor Clark said we should look at our codified and see if there is something already in place.

NEW OR OTHER BUSINESS:

Chuck asked if we have money set aside for the radar speed sign. Joe said he has money in the Police budget. Chuck said he has learned from the Fire Board meetings that they are going to be spending a million dollars on vehicles, and the other townships are kicking in. He wondered if the village can do the same with the ARPA money. Mayor Clark said the other townships have received a lot more money than we did.

ADJOURNMENT:

Motion to adjourn at 6:48 pm by Nina Schroeder, seconded by Chuck Peterson. All voted yes.

Tammy Meyer, Finance Chair

Teresa Criblez, Fiscal Officer