

## FINANCE COMMITTEE MEETING

December 14<sup>th</sup>, 2016

6:00pm

Members present: Kimberley Kaan, Chair; Joette Dedden; Richard Elliott

Staff Present: Kitty Crockett, Finance Director; Jamie Morley, Clerk to Council

Guests in attendance: Dale Kaan, Dave Stubbs

- Ms. Kaan shared the election ballot she received to vote for the Directors of the Chamber of Commerce.
- The Chamber asked why the sidewalks in front of the public restrooms were not being shoveled. It was discussed and decided by the Committee that after reviewing the restroom contract, the janitorial duties are the sole responsibility of the Chamber.
- Sauerkraut Festival Expenses:
  - Ms. Kaan asked if the staff could compile a list of expenses the Village incurred preparing for the Festival, during, and after. Such as pensions, gas, time spent getting the command center and radios, workman's comp., sign preparation, permits, postage, hydrants being tapped, spike in restroom usage, staff time developing security, staff time preparing the roads and sidewalks, lawyer fees, payroll fees to do a separate pay run.
  - Mr. Stubbs suggested a street closure permit and a Special Duty Agreement and no longer have a lease agreement for the Festival. He would like to see this permit required for anyone wanting to have a street closure. Mr. Stubbs believes that every group and events should abide by the same rules and regulations.
  - Ms. Kaan further suggested the Village have a "minor" and "major" event agreement which would be dependent on if a small section of road closure to several/whole street closure and number of days.
  - Mr. Stubbs again reiterated his opinion that the Village needs to replace the lease agreement with another option. He believes when it is a lease agreement, Chamber can insist on everything

being in good working order as they are leasing the property. He said that in 2010 the agreement changed from just an agreement to a lease agreement.

- Mr. Elliot suggested having the vendors paying a \$20 fee for a two-day temporary vendor's fee.
  - Ms. Kaan also suggested a possibility of requiring a deposit for a festival. That way if the bill for streets, police and such is over what the was originally agreed on, the Village has the deposit. The deposit would also cover the possibility of any damages done.
  - Mr. Stubbs further reiterated that we are only requesting that our codes be followed. He also suggested a \$20 fee for a background check to justify the fee. Ms. Kaan felt that the fee would help contribute to the maintenance of the Village as they are there to make money and are not contributing to the Village.
- Ms. Dedden made a motion to approve the minutes of the November 16<sup>th</sup> meeting, seconded by Mr. Elliott.  
3 Yeas
- Ms. Kaan asked about the UAN \$1,215 adjustment. Kitty explained that there was a Workman's Comp rebate \$1,321 minus a bad check for water payment = \$1,215 adjustment. Kitty also explained why there were so many voided checks due to a printer error. The printer kept saying it printed the checks but had not.
  - Mr. Elliot asked that the field named "purpose" in UAN be used more often. Using this field would help explain to users of Open Checkbook why a check is written. Kitty explained she uses this field for the purpose when writing a check for the invoice number. She uses the purpose when filling out purchase order with the information Richard is wanting to show up on Open Checkbook. Kitty will research the field which Mr. Elliott is referring to.
  - Mr. Elliott made a motion that the Finance Committee recommend to Council to sign off on Open Checkbook and go live and Ms. Kaan seconded it.

3 Yeas

- The Committee went over the temporary appropriations. Mr. Stubbs asked about the fund, fringe benefits, and Kitty explained that she used the funds codes and appropriations from the past year. She said that in the past it was the fringe benefit fund was for insurance and Medicare, but she has created a fund specifically for insurance and such. She also explained she lowered Contractual Services because in the past it was used for a lot more than she feels the fund should have been used and made a fund for repair and maintenance. Kitty also explained that she took the 5-year capital improvement plan and added the projects slated for 2017 to the Appropriations.
- A discussion was on the water improvement fee of \$1.88, that it goes into the 5101 fund. The question of what fund the participation fee goes into was asked and Kitty explained it goes to the 1000-519 fund which is the government contracts because it was supposed to be submitted to Warren County to pay back the Lytle-Cater Line Extension. Now that the Village has paid off Warren County Carter-Lytle, the participation fees will go into the Water Capital. Kitty will research and get approval from Council to move the remaining money from 100-519 into water capital.
- The question of who was to pay the participation fee was asked and Jamie said the only those on Lytle Road have been collected. Mr. Elliott said that water department should be collecting the participation fee for everyone within the Northern Water District. After examining the Ordinance 2009-001 it was found out that the water department was collecting the proper fees for participation fees. It was then decided by the Committee to create a new capital improvement assessment fee of \$1500 to be put in the water improvement fund.
- Mr. Elliott made a motion to recommend an ordinance to Council for the creation of a \$1,500 Capital Improvement Assessment Fee for the North Water District and Ms. Dedden seconded.  
3 Yeas
- Kitty said that she would have to do an amendment to appropriations for the Rumpke Bill and would have an Ordinance for the next Council meeting.

- Ms. Kaan asked if a yearly calendar for the Reserve Officers could be created to let them know their pay days for the year of 2017.
- Mr. Elliott asked about the Incorporation Document for the Village. We do not have one since Waynesville was already a Village before Ohio was a state. Ms. Kaan would like to have some type of documentation so we have one on file. Jamie will contact Jeff and see what he has to say on this topic.

The Committee decided to adjourn at 7:58 pm.