

# PORT CLINTON CITY COUNCIL

## FINANCE COMMITTEE

### Meeting Minutes

February 16, 2016

1. CALL TO ORDER – Mr. Below called the meeting to order at 6:33 pm. Present were committee members Gabe Below (Chair), Lisa Sarty, and Beth Gilman, Auditor Cole Hatfield, Mayor Hugh Wheeler, Police Chief Rob Hickman, Rick Noderer, and Councilman Joel Freedman.
  
2. AUDITOR’S REPORTS
  - a. Mr. Hatfield requested to use his time to review the proposed appropriations.
  - b. Mr. Below requested any questions concerning the monthly reports to be submitted via email.
  
3. APPROPRIATIONS
  - a. Mr. Hatfield distributed copies of proposed General Fund, Municipal Purposes Fund, Main Thoroughfare Fund, Street M&R Fund, Water and Sewer Funds, Income Tax Fund, and others. Proposed appropriations total \$13,605,357.67, with an expected carryover of \$100,000 in the General Fund at year-end. Mr. Hatfield indicated that carryover amount is closer to historical levels.
  - b. Mr. Hatfield included the 1.5% increase for applicable personnel and a 15% increase for potential health insurance premium increase this spring.
  - c. Mr. Hatfield provided comments across the numerous funds. Items of note included (1) \$20,000 under Recreation - Personal Service for a part-time Parks & Recreation Director; (2) \$25,000 under Admin - Stensen Grant 2016; (3) \$40,000 under Admin - Waterworks Park & Marina Development for potential remediation; and (4) \$200,000 under Fire Levy - Capital Improvement - Equipment for new fire truck down payment.
  - d. Mr. Below asked Mayor Wheeler to discuss plans for the new Parks & Recreation Director. Mayor Wheeler spoke about the candidate who is currently interviewing at Fremont Ross.
  - e. Mrs. Sarty asked if council approval is needed for the Parks & Rec hire. Mr. Hatfield will check. Mrs. Sarty asked if a new city recreation program would interfere with Ron Aukerman’s program in the schools. Mayor Wheeler indicated that Superintendent Pat Atkins was supportive.
  - f. Mrs. Gillman asked about the details concerning the Stensen Grant proposal given the size of the request. It would be a great to receive such a large amount.
  - g. Mr. Hatfield reviewed the appropriations ordinance, which approves fund, and department levels indicated within. The ordinance would need to be approved by the end of March.
  
4. SASSY SAL CONTRACT
  - a. Mr. Below distributed copies of the letter from Law Director George Wilber, attached ordinance, and agreement, which he received from Safety-Service Director Tracy Colston at the February 9<sup>th</sup> council meeting.
  - b. Mr. Below indicated the item would be taken up at the March meeting of the Finance Committee.
  
5. PERSONNEL ORDINANCE
  - a. Mr. Hatfield discussed Ordinance 5-16 affecting exempt employees.

- b. Mr. Hatfield addressed concerns about Section 4. C. Residency, which restricts residency to the Port Clinton City School District. Given recent changes at the state level regarding such requirements, Mr. Hatfield will seek to amend this passage to include Ottawa and adjacent counties upon the second reading of the ordinance.
- c. Mr. Hatfield discussed concerns about Section 4. D. Sick Leave 7, which relates to retirement payout of accumulated sick leave. Mr. Hatfield indicated that the current language does not match the generally agreed upon approach to mirror FOP contract language for such exempt employees. Therefore Mr. Hatfield will seek to amend this passage to include 50% of unused sick leave up to 1,500 hours, by replacing 25% and 2,000 in the original draft.

6. OPEN TOPIC

- a. Mr. Hatfield noted that the city's financial statements and disclosure notes would be available by February 29<sup>th</sup>. No action by the committee or council is needed.

7. ADJOURNMENT – With no further discussion, Mrs. Sarty made a motion to adjourn, seconded by Mrs. Gilman. The meeting was adjourned at 7:28 pm.

Submitted by

Gabe W. Below, Chair

February 23, 2016