

# Record of Proceedings

## VILLAGE OF MINERVA PARK CHARTER COMMISSION

**Minutes**

**March 28, 2019**

**Commission Meeting**

*Commission Chair Conger called the meeting to order at 640 pm and mentioned that this is a lighter meeting due to absences due to spring break.*

**Roll:** Commission Chair Conger and Members Beeba, Lewis, Walsh, Townsend, Park-Curry, Parks, Star, Bell, and Busick.

**Attending:** Kim Pulley was asked to join us to talk about village finances. Also present were Council President Diane Schrimpf, Council Member Matt Star, Nailyan, and Maggie Parker and child.

**Minutes:**

- ❖ Rani asked that Kim go first

**Discussion lead by Kim Pulley:**

- ❖ Kim began by showing the 5 year projection of the Village 2017/18 actual and then projected into the future. Kim began with the General Fund – not other funds such as sewer and water. All the main services and administrative are here in the general Fund.
- ❖ Main revenue streams include property taxes – small percentage goes to MP
- ❖ Member Busick asked why that number was not going up. Kim explained it was because of the TIF. We have begun to get money from MI and Kim reminded us that the first 4 million goes to MI.
- ❖ Member Lewis asked what the fiscal year was. It is the same as the annual year
- ❖ Member Lewis also asked who builds the budget. Kim said that in July/August. she asks what departments are anticipating and they begin to think of what they need and want and then that amount gets pared down as needed,
- ❖ Member Lewis shared how she did a large budget when she did a budget which included depreciation and other things. Kim said that the village works on a cash basis that does not include depreciation. Larger municipalities work on an accrual basis and they will have things that we don't have. Kim went on to explain that Minerva Park operates on a system that is given to Minerva Park by the State of Ohio --the Uniform Accounting Network (UAN) – account numbers are the same across municipalities that use the same accounting software. Member Lewis pointed out that we do have a lot of questions and it is good that this meeting is being recorded. Kim said that she will be happy to answer questions that charter members have.
- ❖ Diane Schrimpf addressed the issue that Member Lewis brought up about looking at variations in the budget from month to month Minerva Park Council has a finance committee that meets monthly and they do look and what is happening with the numbers. Kim pointed out that she has had experience in governmental accounting her entire career including with the state auditor doing governmental audits. She also worked for Pickerington for five years and she has worked in income tax administration. Kim has been with the Village of Minerva Park since January 2017,
- ❖ Member Busick asked where income taxes were, and Kim has projected into the future and we are a year behind with the tax. Expect an increase from 2018 to 2019.

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- ❖ Intergovernmental revenues include money given to us by the state which has decreased over the last few years not only for Minerva Park but for all municipalities. It has been at least a 50% reduction. Minerva Park also lost revenue from the estate tax when that was eliminated. Kim made reference to Councilman Matt Starr's Facebook post.
- ❖ Charges for services includes revenue that come in from the EMS, pool fees, and any money from MI as they reimburse us for some engineering and inspections.
- ❖ Other sources of revenue include cable franchise fees, licenses and permits, MI fees. Fines and forfeitures includes Mayor's Court. Revenue also includes interest from investments the village has and the interest rate is good recently.
- ❖ Minerva Park does not have a rainy day fund but does have a carry-over balance
- ❖ Miscellaneous revenue can be something like the refund from RITA. Minerva Park pays RITA 3% of expected income tax; if they don't use all the money we pay them, they give us a refund. Bureau of Workers' Compensation may also give us a refund.
- ❖ Member Parks clarified that money doesn't come in all at once. Kim added that the end of April will be a point when we get quite a bit of money – get two payments from RITA. Kim highlighted the fact that we do not have a lot of industry, but workers that work in the village pay income tax to MP; if the school is built in Minerva Park East that will be good. A municipality wants stable, long term businesses that are professional. And economic development is the long game.
- ❖ After covering revenue sources, Kim discussed expenses. The biggest expense is police and fire as over half (roughly 1.1 million) is related to safety and security.
- ❖ Public health and welfare is a small expense as we don't maintain our own health department but we do pay Blendon for mosquito spraying.
- ❖ Pool expenses are included.
- ❖ Planning and zoning includes many of the contractual arrangements due to MI and that will reduce in the coming years.
- ❖ Lakes, trees, leaf pickup, dredging are included.
- ❖ We don't have our own utilities, but Utility Services includes storm sewers. We want to get storm sewers on a cycle similar to the sanitary sewers where they get scoped and cleaned on a regular schedule.
- ❖ Government includes administrative expense for the Mayor, Mayor's court, Finance, Lands and Building, audits that are done. The expense for the Village Solicitor includes expenses for the Charter Commission legal counsel.
- ❖ Other contractual includes IT and engineering that benefits the government as a whole.
- ❖ Debt service does not have any expenses at this time. There is a projection for that expense given that we have a new facility. There is also money budgeted for fountains in the lakes and ponds.
- ❖ Member Busick asked if we really need four cruisers, and Kim stressed that all four are used. A four year schedule seems to be a good schedule for replacement. Cruisers live a short hard life: they are on constantly; they sit idling and then need to accelerate; and then sit again. The previous cruisers had deferred maintenance that needed to be done: we now have four good vehicles now.

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- ❖ Member Busick asked if the facility is going to be funded by the TIF
- ❖ Member Busick asked what changes we could make in the charter than would make Kim's job easier or better. Kim mentioned that one thing that would make it easier for her is to consider the type of resolutions and ordinances that might go into effect immediately. The word "emergency" is bad yet there are types of resolutions that need to go into effect immediately. A list of the types of resolutions and ordinances that could go into effect immediately might be good.
- ❖ Bidding limits? Kim said that we don't have very many big projects – \$50,000 seems low \$100,000 might be a good number. And we don't have a bunch of big projects. We should still get quotes but not get those bids through the formal bid process. We don't know what some of the other municipalities do.
- ❖ Council President Schrimpf said that costs go up and down, and we should be sure that we put in constraints like requiring quotes/proposals.
- ❖ Chair Conger stressed that we are writing a charter for the future – and putting in numbers can cause problems.
- ❖ Member Parks asked if the formalized process makes things more transparent or is it a hindrance and Kim said that we have had times when only two bids have been submitted.
- ❖ Member Townsend asked about the timing of bids. Kim said that the State says you need to have three consecutive weeks when the request for bids is advertised. Member Walsh asked about the types of projects that could be a higher number. Kim responded that we just don't do a lot of big projects.
- ❖ Member Parks asked about Kim's experience when a project is under the bid floor, are they still trying to do the right thing, and Kim said "yes" people in government do try to do the best for the municipality.
- ❖ In response to what the charter could do to make the Financial Director's job easier, Kim said that she would like to see the charter define it well enough so that the Finance Director will know who their boss is. She has had experience when the mayor and manager did not agree.
- ❖ The Planning and Zoning budget came up and Kim mentioned that the projections into the future were done with manager form of govern in mind. There would be a reduced role for mayor so it was projected to have a full time manager with benefits Planning function budget was reduced with MI development done in the future.
- ❖ Member Busick asked if what we are paying our planner now is about what would be paying a manager? Kim said that Eric is part time working about 20 hours a week and does not have benefits. The Manager is projected in the future budget and the Mayor projection is at \$6,000 a year (\$500 a month)
- ❖ Member Lewis asked about a systematic process to adjust the budget when things change – line items increase or decrease the spending – reallocation of funds. Kim responded that it is done by resolution.
- ❖ Member Busick asked about income tax, and Kim responded that the amount we get is starting to come up but not up to pre-recession levels

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- ❖ Member Braskett asked if after funds are approved the mayor has full discretion. Kim gave an example of how contractual services might work. The pool is budgeted \$75,000, and council gives the mayor the authority to go into contract and spend the money. Things like office supplies, yes she can do that.
- ❖ Member Braskett asked does the position of the mayor have the ability to spend without approval– yes, small things but not big things.
- ❖ A question was asked about the Finance Director being an employee versus a contractor. Kim did not know that would work. Member Parks said it would be weird for the state to specify that it needed to be only an employee.
- ❖ Currently the Finance Officer in Minerva Park is also the Clerk of Council. It would be good have the Clerk of Council broken out and then those responsibilities get can be given to the person the council would appoint to do those duties. Now Kim doesn't actually do those duties.
- ❖ Member Estes asked if there was anything preventing the mayor from spending out of the general fund. The check right now is that council appropriates the money and if the mayor spends indiscriminately, they will run out of money.
- ❖ Kim mentioned right now they are updating the credit card policy so that a compliance officer, who cannot use the credit card, will review the credit card statement.
- ❖ Member Walsh asked if the mayor submits a written budget. No, it goes through the finance committee first. However, when we do the appropriations every year, the council has an idea of what the mayor wants to spend.
- ❖ Member Parks pointed out that presenting a budget is often a task of the mayor and sometimes it is with the administrator – some don't address it at all.
- ❖ Member Lewis asked if there needs to be two signatures on checks – yes.
- ❖ Kim said she prefers charters and it is easier to change a charter than a state statute, for example the resolutions that take effect immediately.
- ❖ Member Lewis asked about a policies and procedures manual. Kim said they had done that at Pickerington – in MP it is a little different because the state drives it and the state has manuals and handbooks.
- ❖ Member Lewis – would you see any benefit to a procedures manual in the charter? Kim said the manuals should not be a part of the charter – but the charter could mandate to write manuals and standard operating procedures.
- ❖ Member Busick asked about specific language for the things we would list in the type of resolutions that take effect immediately. Kim showed the committee where they can find the financials. Go to the Main page of the Minerva Park website → Departments → Fiscal and then the projected reports as well as the monthly reports are there.
- ❖ Member Busick asked about where residents find about restrictions for TIF funds. And Kim pulled up the ordinance that created the TIF Ordinance 04-2016 specifies everything TIF related.
- ❖ Kim reiterated that the more down in the weeds we go, the more problems that may cause.
- ❖ Member Walsh asked which fund is most likely to be abused. Kim said that fraudulent behavior is not on the spending side but the revenue side – cash payments that are

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pocketed. Kim cited a case in another municipality where rebate checks from the pop machines were sent to the municipality and those were pocketed – cash collection is another place where it can happen. Member Parks gave an example that was on the revenue side that has been a documentary that is available on Netflix. The documentary is called “All the Queen’s Horses” and happened in Illinois.

- ❖ Member Parks asked about mandatory internal audit process. Kim said that larger places might do that but we don’t.
- ❖ Kim prints the checks and the Mayor and Kim sign the checks.
- ❖ Council President Schrimpf mentioned that there ought to be a limit on the amount that could be put through as an emergency, which cannot be pushed through on one reading and would take away the right of referendum. Member Parks responded we may have decided to discuss that later.
- ❖ Kim gave the example of the sewer project as a project that will be an emergency even though it will have three readings.
- ❖ Member Lewis shared her concern about sharing information about what we are doing and wondered how we can explain things so people understand and answer the question “How is this going to affect Me?” and how a charter might help get things done. Member Lewis gave the example of people wanting fountains in the lakes and letting people know that that has been addressed in the budget.

*Chair Conger said that we have about 25 minutes*

- ❖ In conclusion Kim said that commission members can email her or call her if they have questions.

[Fiscal@minervapark.org](mailto:Fiscal@minervapark.org)

Or call her. #301 extension

### General housekeeping issues:

- ❖ Member Park-Curry moved and Member Busick seconded to table the minutes of the March 21s meeting. All ayes.
- ❖ There will not be at town meeting on April 6<sup>th</sup> as we have quite a bit to do. Member Parks wants to get mayor and legislative procedure ready. Articles 1 and 2 are done and we need to finish up Articles 3 and 4. Article 5 (Mayor) is about 2/3rds done. Article 6 is not yet done nor is Article 7.
- ❖ There will be no March 31<sup>st</sup> meeting as so many people won’t be able to attend. Our next meeting is Thursday, April 4<sup>th</sup> and there will be a commission meeting on Sunday April 7<sup>th</sup> and we will address Articles 5 and 6.
- ❖ If we can be done with 1-6 and have those articles all green and we have agreed to every section, then we can present to the public. That presentation would cover Mayor, Administrator and legislative procedure. We tentatively looked at Saturday, April 27<sup>th</sup>.
- ❖ to meet that schedule
  - Draft the presentation
  - Thursday, April 11<sup>th</sup> /April 13<sup>th</sup> review the presentation
  - Flyer done and sent to Pam by Wednesday April 17th

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- Flyers copied bags stuffed, and ready for members to distribute the week of April 21<sup>st</sup>.
- ❖ Chair Conger will check with the church
- ❖ Member Parks will work on drafting the charter and would like to keep the committee the same.

Kudos to Chair Conger for arranging to have Kim come to the meeting tonight

Member Parks moved and Member Townsend seconded to adjourn at 8:20. All Ayes.

Respectfully submitted Pam Park-Curry