



FINANCE COMMITTEE REGULAR MEETING MINUTES

Location: 120 Royal Crest Drive, Seville, OH 44273

Date: 7/1/2024

Call to order at 7:35 p.m.

Present: Kathy Rhoads (Chair), Dennis Gordon (Member), Brad Demiter (Member), Randy Eby (Member), Lisa Nemastil (Fiscal Officer)

Absent: Matt Sturgeon (Member), Leslie Miller (Member)

Approval of Minutes: Mr. Eby made a motion to approve minutes from the 06/03/24 meeting, the motion was seconded and carried. The minutes were approved as written.

Privilege of the floor: NONE

Amendments to the Agenda: Mrs. Rhoads made a motion to add 2025 Budgets to New Business. The motion was seconded and carried.

Approval to pay the bills: Mr. Eby made a motion to pay the bills. The motion was seconded and passed to pay the bills.

Approval of Financial Reports ending 5/31/24: Mr. Demiter made a motion for approval of the Financial Reports ending 04/30/24. The motion was seconded and passed.

Fiscal Officer Report: See Fiscal Officer Report

- At next Council meeting, we will do a training session for Fraud Prevention Training for all that can attend. It is required all public employees and elected officials. It is 8 minutes total. It is required to be done within the next 90 days.
- Martha Evans is coming in tomorrow to help with getting prepared for budget, read through our Audit documents and help with grant document by taking look at the verbiage and how to process those.
- We are looking into the \$250,000 we were rewarded through Department of Natural Resources for the Capital Budget Project. We hopefully will have more detail regarding this soon.
- Open Enrollment for insurance is not open for our employees. We are working with SEBO again and shopping for benefits to make sure our coverage prices are competitive.

New Business:

- **Fraudulent deposits were made on the Bridge Payment Donation account \$6,804.09 on May 31 and \$4,580 on June 3rd totaling \$11,384.09**
Mrs. Nemastil spoke with Bridge Payments and they are working on this. We are waiting for something official in writing before we process this money back.
- **Wage Scale and Job Description review:**

A packet of 3 year study of wages and wage scales along with job descriptions were handed out. The goal is to compare the wage scales to see if they are still appropriate, competitive and match the job descriptions. We had a large COLA in 2023 and has it impacted the levels We also give longevity pay for years of service. All insurance is covered for. We need to look at the job descriptions to see they are up to date with the jobs in place today. Some may be old. We also need to look at the total compensation package including longevity pay and insurance. We need to take the time to review and compare with other municipalities. Lodi, Creston, Wadsworth, Medina would be good surrounding areas. Mr. Demiter will look for Wadsworth, Mayor Carter will check with Creston. Lisa will get wage scales from Lodi. Mrs. Rhoads would like to know the percentage of wages compared to the overall budget per department.

- **Bridge Project**

Osbourne Engineering document enclosed in packet. Tony Burgoyne reached out stating there is grant opportunity available for the Liberty Street Bridge. Total project for us would be approximately \$200,000 for approximately a \$2 million project. Mrs. Rhoads has not heard about any repairs needing done on this bridge and she has been on Streets & Parks committee for a while. If there is some information regarding this, it needs to come through Streets & Parks committee. We need to invite Tony to come to Streets & Parks committee and put it back on the Finance Agenda for next month once we have more information. If you have any questions for Tony, please forward them to Jeni before the Streets & Parks Committee.

- **Operating expenses**

Fiscal Department was only budgeted for \$5000 operating funds for the year. Fiscal Officer is asking for an additional \$5000 to cover some of the expenses. There is a lot of things that need updated and have been neglected. It was thought there was a technology fund that may be used. It is not listed as a fund. We will look into that and if it is not there, we will add it to the 2025 budget. Leave Operating Expenses for the August Agenda

- **Eliminate Special Revenue Funds**

The Auditor asked about these funds specifically: Leohr Tree Fund and New Park Improvement Fund. He stated any special revenue fund require special revenue through taxes. These funds were set up incorrectly because they are not through taxes. We are going to need to look at dissolving these funds and figuring out where they need to go. Some things have to go into restricted funds and some would go back into the general fund. Add to the agenda for next month to discuss how this will be handled. Park donations and Bike Trail Fund are from donations need to be moved under the Park umbrella.

- **2025 Budget**


Mr. Rhoads stated we need to let department heads know they should be putting together their budget recommendations for 2025.

Old Business:

- Audit report from 2022-2023. The Audit report was complete. It is multiple pages and Martha Evans is coming tomorrow to go through with Mrs. Nemastil. Mrs. Nemastil will have more to go over at next month's meeting. A copy will be sent to all Council members.

Mr. Eby made the motion to adjourn, the motion was seconded and carried. The meeting adjourned at 9:10 p.m.

X

 Kathy Rhoads 7-12-2024

Kathy Rhoads, Chair