

## FINANCE COMMITTEE MEETING

January 21, 2021 @ 5:00 p.m.

Members present: Joette Dedden, Brian Blankenship, Connie Miller

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

Guests in attendance: Chris Colvin

1. Mrs. Miller made a motion to approve the Finance Committee minutes as written for November 19, 2021 and was seconded by Mr. Blankenship.

3 Yeas

2. Ms. Crockett stated that the bank rec and December reports have been provided. Ms. Dedden asked about the fund summary report and why some of the funds are showing a deficient. Ms. Crockett explained that the Fund Summary report does not include revenue collected for the year and therefore it is showing a deficient. She reassured the committee that no funds are deficient.

- Ms. Crockett stated that she is hoping to complete the notes for end of year and close out the 2020-year next week, 1099s and W2 will be mailed tomorrow. Once 2020 is rolled over, will begin final appropriations for 2021. The yearend certificate from the Auditor has been received.
- 2-year CD has matured and need to roll over the CD. Ms. Crockett asked the Committee if they wanted to invest in a 2-year CD, get better rates with a 4-year, or invest with STAR Ohio. It was agreed to renew this CD as a 2-year and revisit this in 6 months when another CD matures.
- RITA year end report shows an increase of \$3,500 compared to last year.

3. Ms. Dedden expressed concerns on the fees for the proposed contract with Legend Web Works presented at the last Council meeting, she wanted to understand what this cost entails.

- Ms. Morley explained that the web page was designed several years ago by Tyler. She has not had any contact with him and is unsure how to contact him. Currently herself and Susan Johnson update the website with minutes and announcements. However, she has trouble updating and changing the main index page. The proposed contract is to rebuild the web site completely – It will have a whole new look. Ms. Morley explained that the current web site is very dated and not user friendly; it is hard for residents to find information they are looking for. She also stated that most complaints from residents stem from a lack of communication and is hoping this overhaul will allow for residents to access needed information easier.

- Ms. Morley and Ms. Johnson will still update the web site with announcements, minutes, legislation, and such. The \$80 monthly fee is to host the server and maintain the web page. If the Village would like to make any major changes/updates after the web site is built site than the company will charge an hourly fee.
- Ms. Morley suggested that Council look at other municipal websites and see what they like and let her know.
- Ms. Dedden asked what the time period will be for the new web site to be constructed if the contract is approved. Ms. Morley stated that it will take several months to get everything built how we would want it.
- Mrs. Miller asked that there be an area for a monthly newsletter that she is willing to write. There was some discussion about this. Ms. Dedden stated that the newsletter would have to be approved by Council. Mrs. Miller stated she had already spoke to Chief Copeland about this and would like to include basic things about current projects. Mr. Colvin expressed concern that this was creating a precedence for future Council members and if this is the case a formalized process should be put in place to ensure it does not drop off for future Council. He also suggested that someone in the Village administration be tasked with this rather than Council.
  - It was also suggested the newsletter be placed on Facebook, which raised concerns for a records retention. Ms. Morley stated that she has been working with Mr. Forbes on a Facebook/social media policy procedure. This should soon be put in front of Council and give the Village a little more control over records/comments made on Facebook. She also stated that the records retention schedule will be updated to address Facebook posts and comments to be deleted after 30 days.
- Mr. Colvin asked if security patches would be included in the monthly fee. Ms. Morley stated she believed so but will ask before the next Council meeting.
- Ms. Dedden suggested that if Council decides to adopt this ordinance, it be done as an emergency to expedite the wait time. She also asked that Ms. Morley have the minutes prepared before the next Council meeting to inform Council more about the contract with Legend Webworks.
- Mr. Colvin asked if Council could see the mockup before the web site is built.

4. Mr. Blankenship made a motion to adjourn the meeting at 5:45 and all were in favor.