

**Village of Richmond
5600 Hunter Drive
Finance Committee
Regular Meeting Minutes
November 4, 2019**

Trustee Dennis Bardy called the Regular Finance Committee meeting held on November 4, 2019 at the Village Hall (5600 Hunter Drive) to order at 4:00 PM.

Members Present: Trustees: Dennis Bardy and TJ Fulmer.

Members Absent: None.

Other Employees/Officials Present: Village President Craig Kunz, Finance Clerk Kristen Murphy (left at 4:30 PM), and Village Clerk Karla Thomas.

Approval of Minutes: The committee reviewed the Regular Finance Committee meeting minutes for October 14, 2019.

Trustee Fulmer moved, seconded by Trustee Bardy to approve the Regular Finance Committee minutes for October 14, 2019 as presented. The motion was approved by voice vote.

Review and Recommendation of Bills for Approval: The committee members reviewed and signed off on invoices submitted for payment.

Public Comments: None.

President's Comments: President Kunz explained that Baxter & Woodman engineers for the Village need to prepare bid documents for the cleaning and painting of the water towers. It was agreed that the Village would budget to have one tower done in fiscal year 2021 and the second one in fiscal year 2022.

President Kunz reported that he and the Finance Clerk had met with George Roach, the Village Auditor, to discuss the establishment of a General Capital Improvement Fund (CIF). Mr. Roach suggested budgeting \$800,000 between the General CIF and the Water/Sewer CIF for future projects. Department Heads will be requested to provide a list of prioritized projects. The committee agreed to begin this process during the fiscal year 2021 budget.

President Kunz addressed the need to establish the future of Memorial Hall. He reported that the Village has lost money each of the past 5 years, it was noted that improvements have been made to the exterior of the building; however, the interior needs extensive work as well. The committee agreed that the Village should host at least two (2) public hearings for the public to attend and give the Village the opportunity to present the facts regarding the building to residents. Public hearings will be scheduled for August 2020. Village Clerk Thomas stated that she would book events only up to December 31, 2020, so that individuals and organizations that have already booked events for 2020 could be honored. The Board will consider selling the building after holding the public hearings.

President Kunz reported that during the meeting with George Roach, it was suggested that the Village go from quarterly water billing to bi-monthly billing. Finance Clerk Murphy reported that the Village will need to purchase an additional software module, in order to accommodate this change and the cost budgeted for in fiscal year 2021. Additionally, users will be encouraged to receive water/sewer bills via email instead of mail. This will result in savings for envelopes, postage, etc.

President Kunz informed the committee that he had directed the Village Clerk to contact Kim Meier to have his office break down by cost the permit fees listed by municipal he previously provided to the Board. Mr. Meier will remit the modified list to the Village Clerk for the committee to review.

Clerk's Comments: None.

Unfinished Business: None.

New Business: Village Clerk Thomas reviewed the proposal received from Arthur J Gallagher for General Liability, Workers Compensation and Cyber Liability Insurance. Due to extensive insurance claims filed, the premium has increased by approximately \$38,000.00. The committee will recommend the lowest bid to the full Board.

Trustee Comments: None.

Adjournment: *There being no further business to discuss, Trustee Fulmer moved, seconded by Trustee Bardy to adjourn the November 4, 2019 Regular Finance Committee meeting. The motion was approved by voice vote.*

Meeting adjourned at 4:45 PM

Respectfully Submitted,
Karla L. Thomas
Village Clerk