

Village of Middlefield Finance and Ordinance Committee Minutes
March 5, 2015

The committee met in regular session. Mr. Seyer called the meeting to order at 5:30 p.m. with the following members present: Mr. Scott Klein, Mr. Ron Wiech and Mr. Rick Seyer.

Also present: Mayor Garlich, Mr. Dan Weir – Administrator, Mayor Garlich, Chief Tucholski and Sgt. Savage.

Agenda: No additions or deletions to the agenda.

Approval of Minutes: February 5, 2015 meeting minutes were presented for approval. Mr. Klein to approve the minutes as presented, seconded by Mr. Wiech. Roll call: Yeas (3).

OLD BUSINESS

1. **Village Finances – General Discussion:** Mr. Giardina is not in attendance due to disaster recovery being at his home. Will discuss at the next meeting.
2. **Cardinal School Facility Use Agreement – General Discussion:** Mr. Klein attended the school board work meeting for the school board to discuss the agreement. Mr. Klein stated that the board discussed doing the 17 years for 15 years payment that the village has counter proposed. The school board seems to be split and will be voting on the proposal at their next meeting.

NEW BUSINESS

1. **Ordinance 15-104 An Ordinance Enacting New Section 181.11(d) of the Codified Ordinances to Authorize the Fiscal Officer, with the Approval of the Mayor and the Chair of the Finance Committee, to Establish a Delinquent Tax Payment Plan, Subject to Specified Requirements, and Declaring an Emergency (revised):** The committee discussed the revisions that were changed. The payment plans will be set up so that the current tax has to be kept current and the payment amount has to be made as approved or the penalties and interest will be reapplied and due. Mr. Wiech made a motion to recommend Ordinance 15-104 to Council with some language changes, seconded by Mr. Klein. Roll call: Yeas (3).
2. **Annual Review of Various Fees and Charges – Recommendations to Council:** There are no changes that are recommended at this time. Mr. Seyer questioned the foundation fees. The foundation fees are based on what Gibbs Services charges. Discussed the impact fee that is due on all new home construction.
3. **Vacation Policy:** Mr. Weir stated that the policy will address the buyout policy that the village currently offers. The village could make the employees take all the vacation that they have coming to them. The department heads need to be more aware of what each employee has coming in vacation and staying on top of this better. Chief Tucholski has asked all police employees to schedule their vacation before the new April schedule comes out so that all vacation can be used. Clarification of the number of hours that employees earned based on the number of years employed. Make the department heads responsible for making sure their employees take their vacation. Discussed having a monthly

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spreadsheet showing what each employees has coming for vacation so the department heads can keep on top of each employee. Will need legislation removing the buyout clause in chapter 147 and a memo also needs to be distributed to let employees know about the change in policy.

4. **Police Department:** Chief Tucholski stated that the department was awarded a grant from Criminal Justice Services for body cameras in the amount of \$2,154.00 with a matching 10%. The VFW donated a check for \$1,200.00 to be used towards the body camera. Chief Tucholski described how the body camera works and how the files are saved. Anytime an officer makes interaction with a resident the body camera will be used. There will be a written policy regarding the body camera use. The footage from the camera will be stored on a separate docking station and will not be stored on the general storage. Discussed the idea of allowing the public to view and participate on the training simulator.
5. **Payment of Bills:** Mayor Garlich questioned a bill from the sheriff's department for an oil change. Chief Tucholski stated that this was an invoice from 2014 that was not paid. Mr. Duncan and Mr. Lowes were used on the water main break; questioned why Mr. Loze bill was higher. New Computer and instillation; the police department got a new one for the evidence room. Questioned a Neat Street payment for paint. Mr. Klein questioned the bill to Ms. Wilbur; it is for the village newsletter.

EXECUTIVE SESSION – Nothing before the committee

ADJOURNMENT

Mr. Seyer adjourned the meeting at 6:20 p.m.