

## Finance Committee Minutes

Monday, October 19, 2015

7:00 pm

Committee Chair called the meeting to order at 7:00pm

Present: Committee Members Sarah Ziegler and Emily Harvel, Public Works Supt. Paul Naugle, Streets Supervisor Dale Miller, Trustees Wanda McMurray and Mary Micele, Committee Chair Colleen Ford.

Items of Discussion (from agenda):

1. Paying Bills Procedure: pay per ordinance, Finance Committee will meet monthly (ideal meeting window? To catch most of the bills), consideration of having the vote to pay the bills instead of the warrant
2. Budget Overage: discussed overages from previous year, TIF overage
3. Per diem amounts: numbers are already established, pre-approval for trainings?
4. Credit Card Purchases: will be reviewed monthly at the finance committee, itemized receipts should be provided (not just the credit card slip)
5. Review of Bills – details needed from Baxter and Woodman
6. Priority List: most items were discussed and are being worked on

Additional Items of Discussion:

1. Fairdale Money: why are we overseeing this money, bank statements since account was opened are needed

Meeting adjourned at 8:30pm.

Respectfully submitted,

Colleen Ford/Committee Chair