



# PPF Meeting

December 17 , 2014  
7:00 PM to 9:00 PM  
Village Hall

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**Facilitator:** Tony Lindeman      **Note taker:** Tony Lindeman  
**Timekeeper:** Tony Lindeman  
  
**Attendees:** Terry Lindeman, Tony Lindeman, DeWayne Stout, Kristen Robison

## ----- Agenda Topics -----

| <u>Topic</u>                             | <u>Speaker</u>  | <u>Minutes</u> |
|--|-----------------|----------------|
| 2015 Budget                              | Kristen Robison | 15             |
| Income Tax Update                        | Tony Lindeman   | 10             |
| Credit Card Use Policy                   | Tony/Kristen    | 10             |
| On-line bill payment                     | Tony Lindeman   | 5              |
| Uniform Allowances for Water and Streets | Tony/Kristen    | 10             |
| Worker Classification                    | Tony Lindeman   | 5              |
| Street Pole Responsibility               | Terry Lindeman  | 10             |
| Indigent Burials                         | Terry Lindeman  | 10             |

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**Special notes:** No PPF meeting in November 2014

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----- **Agenda Topics** -----

|   |         |        |
|---|---------|--------|
| 2015 Budget   | Kristen | 15 min |
| BPA wants to change splits. Kristen is working with Mike Agnoni and will have splits ready for last council |         |        |
| Meeting for the year.   |         |        |

| Action items:                           | Person responsible: | Deadline: |
|---|---------------------|-----------|
| Prepare fund percentage splits for 2015 | Kristen-Mike        | 12/30/14  |

|   |      |        |
|---|------|--------|
| Income tax update   | Tony | 10 min |
| After reviewing possible changes to income tax laws for the village it was recommended by Tony the committee            |      |        |
| hold off further review until later in 2015. First most ideas on changing current village laws can't be changed because |      |        |

of ORC laws. Second House Bill 5 passed in House and Senate and the Governor signed into law. Should wait to see changes for 2015 with new tax law. Kristen is still cleaning out data to find people who are not currently paying village income tax.

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|---|---------------------|------------------|
| Action items:   | Person responsible: | Deadline:        |
| Continue process to go after people not paying village income tax | Kristen             | End of July 2015 |

Credit card use policy Tony/Kristen 10 min

Prepare a Credit Card Use policy to put in the Employee Manual.

|  |                     |           |
|--|---------------------|-----------|
| Action items:                            | Person responsible: | Deadline: |
| Send out draft of credit card use policy | Tony                | 01-15-15  |

On-line bill payments Tony 5 min

Work with Banc Certified Merchant Services to finalize plan to save citizen fees for using credit cards to pay bills.

|                                |                     |           |
|--------------------------------|---------------------|-----------|
| Action items:                  | Person responsible: | Deadline: |
| Finalize payment service plans | Tony                | 1-15-15   |

Uniform allowance Tony/Kristen 10 min

Street Dept cleaning service is very high. Provide clothing allowance with written dress code. Buy uniforms for all employees and look to buy washer and dryer. Buy uniforms through Cintas. This will save about \$1000.

|               |                     |           |
|---------------|---------------------|-----------|
| Action items: | Person responsible: | Deadline: |
|               |                     |           |

Worker classification Tony 5 min

|   |                     |           |
|---|---------------------|-----------|
| Reviewed Municipal League publication on classifying workers. |                     |           |
|   |                     |           |
|   |                     |           |
|   |                     |           |
| Action items:   | Person responsible: | Deadline: |
| None  |                     |           |

|   |                     |           |
|---|---------------------|-----------|
| Street pole responsibility  | Terry               | 10 min    |
| Sent bill for broken pole to Whitaker and Myers and they will handle. |                     |           |
|   |                     |           |
|   |                     |           |
| Action items:   | Person Responsible: | Deadline: |
| Turn over electric company bills to Whitaker and Myers                | Terry               | 1-15-15   |

|   |                     |           |
|---|---------------------|-----------|
| Indigent burials  | Terry               | 10 min    |
| The committee agreed to have payment for indigent burials to come from the Cemetery Fund. |                     |           |
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|   |                     |           |
| Action items:   | Person responsible: | Deadline: |
| None  |                     |           |

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**Other Topics**

Will need to find money to pay the new 2015 Affordable Care Act change which will cost the village \$1950.

The police are short \$717 for the payment of dispatch services. Tony said he will find the money so the village can make the payment for dispatch services.