

**Village of Mapleton**  
**FINANCE COMMITTEE MEETING MINUTES**

Mapleton Village Hall, 8524 Main St

Thursday, February 7, 2019

6:00 PM

**A. Call to Order at 6:01 PM BY Mike Beecham, Chair**

**B. Pledge of Allegiance**

**C. Roll Call:**

Present: Mike Beecham, Chair; Liz Rench and Rodney Smith

Also Present: Clerk, Patricia Briggs and Treasurer, Peggy Stidham

**D. Subjects**

a) Purchase Orders

Mike Beecham explained that the auditor has recommended that we adopt a Purchase Order Program for expenditures. There was discussion about what committee chairs could spend without board approval and it was thought it was \$500. It was decided that purchase orders would be signed by the department head if under the discretionary amount, but would need board approval if over. Peggy Stidham, the treasurer, explained that the committee head would sign off on the PO and write on it that the amount is not to exceed \$\_\_\_\_\_. She also explained that the last budget was not broken down in enough detail so she will have to work on a new monthly report that will give the committee chairs the actual budget, how much has been spent to date, and how much is remaining. She currently gives them a quarterly report. Liz Rench stated that when working on specific projects, such as Streets & Alleys, there was no designation of how much was spent on each project, such as Spring Street. She would like to see a total per project.

It was pointed out that Department Heads need to plan in advance for projects for the next year's budget. Mike stated that there would be a learning curve to start initiating working with purchase orders but the approver would need to put a cap on it. It was decided that the clerk will let the suppliers the village has accounts with know that a PO is needed to place an order. Dept heads can approve up to \$500 and after that it needs to go before the board. Mike asked the clerk to try to make all office supply orders on a monthly basis and use a purchase order. It was also decided that the Clerk will keep the purchase order pads locked in the safe and will write up the Pos for the

Committee chairs.

**b) Credit Card – Change to Treasurer**

After a brief discussion, it was decided to leave the credit card with the clerk since the treasurer works outside the village and isn't available as needed. Liz suggested that a check be requested for purchases under \$250 instead of using the credit card and try to make the credit card balance to be under \$500 a month. It was also decided to make the credit card a recurring bill that could be paid upon receipt if it was under \$500. Peggy explained that all purchases should have a purchase order and already be approved by the committee chair, so it shouldn't be necessary to limit it to \$500 if it already has a purchase order and is approved by the chair. Liz stated that Committee chairs have \$500 yearly, not monthly.

**E. Additional Business**

– Clerk explained that we have an offer on the truck of \$3000 which will need to be approved by the board. She also explained that Mark Brining was concerned that we had said we would accept a check. It was decided that the clerk would call the party back and explain that if they pay by check we will hold the title until the check clears and that they could pay cash or a cashier's check if they wanted the title right away.

-Mowing - Rodney Smith stated that he couldn't believe what we are paying to have mowing done in the village and suggested we get a high school kid to do and just purchase a mower for the village. He suggested that we try getting someone from the high school as a coop student.

The discussion continued about plowing and salting.

Liz – intergovernmental agreement for plowing and salting with Hollis Township why aren't we using them to clear the parking lot.

It was also pointed out that we need someone to train up for the water operator. Will Monks has been filling in for Fritz and helping when needed, but we need somebody to train up for when Fritz decides to retire.

The question was asked as to why we are mowing the property next door to the hall. The clerk reminded the committee that it was a board decision due to height of the grass and the garbage that was accumulating there. It is understood that there are liens in place on the property by the state, so it wouldn't do us any good to file a lien against the property for mowing. The committee asked Alice Dailey to find out who owns it so we can ask them to make sure it is mowed or bill them for us taking care of it.

The Clerk also brought up the problems with the condition of the floor in the office which is down to concrete in placed and is going to need to be replaced.

**F. Adjourn Open Session**

Adjourned at 6:45 pm

Transcribed by Patricia Briggs, Village Clerk

Approved by the Village Board 14 February 2019

*Patricia A. Briggs*

APPROVED