

**Record of Proceedings
Village of Peninsula Council
REGULAR SESSION**

Held: February 11, 2019

CALL TO ORDER: The Village of Peninsula Council convened from 7:00 p.m. to 11:29 p.m. in the Peninsula Village Hall. Mayor Douglas Mayer called the meeting to order and initiated the roll call, followed by the Pledge of Allegiance. The following members were present.

COUNCILMEMBERS:

Michael Matusz	PRESENT	Mayor Douglas Mayer	PRESENT
Mary Booth	ABSENT	Chris Weigand	PRESENT
Michael J. Kaplan	PRESENT	Daniel Schneider	PRESENT
Diane Holody	PRESENT		

OTHERS PRESENT: Fiscal Officer Deborah Wordell, Administrative Clerk Marty Kuboff, and Solicitor Brad Bryan

Presentation by Stow Municipal Court Presiding Judge Kim Hoover

Judge Hoover visited to update the Village upon the 10 year anniversary of the new Court building. Judge Hoover explained the Stow Municipal Court has jurisdiction over misdemeanor and traffic offenses committed within its geographical boundaries and civil cases in which the amount in controversy does not exceed \$15,000. The Court handles about 20,000 cases per year. The Court serves sixteen communities in northern Summit County, including Boston Heights, Boston Township, Cuyahoga Falls, Hudson, Macedonia, Munroe Falls, Northfield, Northfield Center Township, Peninsula, Reminderville, Sagamore Hills, Silver Lake, Stow, Tallmadge, Twinsburg, and Twinsburg Township. In 2009, the new courthouse at State Route 8 and Steels Corners Road opened. It was built at a cost of \$11,000,000. The central location gives citizens throughout the district easy access to the Court. The building is paid for through court fees, not taxpayer dollars. The balance owed on the construction costs is presently \$4,700,000. The Court is the only one in Ohio that has made a profit 9 years in a row. Mayor Mayer stated the Village received over \$70,000 in revenue from the Stow Court in 2018. The last year the Village Mayor's Court was open, the Village made a \$2,000 profit. The Mayor indicated the new Court has worked out very well for the Village.

Presentation of the Village of Peninsula 2018 Award for Lifetime Service to Patricia Tesmer and Jack F. Mercer

Mayor Mayer presented the awards. Mrs. Tesmer was selected based upon her years of service on the Cemetery Board, Village Council, being the heart and soul of the community Memorial Day activities, and her many other acts of community involvement and service. Veteran Jack Mercer was honored for his military service, presiding over the community Memorial Day activities for many years, his service as a cross-country, track, baseball, and soccer coach, and other acts of community involvement.

Mr. Kaplan stated it is an honor and privilege to live in this community because these two individuals set such a great example as community role models. It is an honor for us to recognize Patty and Jack for their years of service.

Richard Studenic; Wichert Insurance

The Village's insurance agent, Mr. Studenic, stated the Village is insured with Selective Insurance Company. He provided updated information on the policy as it pertains to the fire loss at the Service Department on January 24th. The replacement cost coverage limit for the building

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and contents is \$980,000. The vehicles are under a separate auto policy. He met with the adjuster today, and the adjuster believes the building is a total loss. Mr. Studenic explained the concepts of actual cash value and replacement cost. Mr. Studenic stated if the Village were to move the location for the new building, the Village would be paid the replacement cost of rebuilding the building at its present location, which would not include the foundation cost. The cost for the foundation would be at the Village's expense at a new location because it appears the foundation of the damaged building is still intact. Rebuilding the building in the same location would be fully covered. The Fire Marshall listed the cause of the fire as inconclusive. Ms. Holody stated Ms. Booth asked in the past about the cost of insuring the Players Barn because that structure represents some value to the Village. Mr. Studenic stated he sent an e-mail to John Stiegel this past summer with that information. He will go back and research his response and provide that information to the Village tomorrow.

CITIZENS PARTICIPATION:

Dick Slocum of 1563 E. Mill Street expressed his concerns about the posted draft of the May 22, 2018 written minutes. He stated the minutes seem to be toned down on some key issues involving the Ohio EPA and Summit County Heath Department. He feels the language is disconnected and not clear and concise. Mr. Slocum stated the fire at the road department is a turning point for what we can do as a Village to cooperate with other government entities in the surrounding area. The creation of the Fire District is an example as to how we should approach a Service/Road District. He feels there are a lot of opportunities out there to work with Boston Township. He believes we all would like to work together.

Mr. Haramis stated he was part of the Fire Board when they decided to establish the Valley Fire District in 1990. It would make sense to establish a Road District.

COUNCIL PARTICIPATION:

Mr. Matusz thanked all the communities that came together and helped the Village during the fire. He thanked Boston Township for the use of its building. Mayor Mayer stated the closest neighbors came first with help. Boston Township was there and Macedonia provided a snow plow truck with a load of salt to Village Hall that evening. It even offered the Village employees to help out if needed. ODOT District 4 and Summit County will provide any signs, poles, and equipment the Village may need until it gets back up to full operation. Stow has offered equipment. Every community around here has called and offered support.

MAYOR'S REPORT:

Mayor Mayer stated with the fire, the current location might not be the best place to rebuild, since there have been two floods and a fire at that location. A possible new location could be behind the Valley Fire building. The current location could then be used for parking. The National Park has reached out to the Village about possibly working out a deal for a land swap for property behind the Valley Fire building. In connection with that matter, other property could be set aside for a wastewater treatment facility in the future if the Village has a need. The National Park stated if the Village were serious, Council and the National Park should meet to work out the details, which might take at least 6 months to complete.

This is the time to sit down with Boston Township to see if it would be feasible to combine the road departments. In the past, Ms. Holody, Mr. Schneider, and Mr. Matusz have spoken to Boston Township about combining departments. We should continue to explore the possibilities and look into what the State of Ohio would allow.

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Mr. Kaplan suggested the Mayor bring all the above ideas together, make a list, and start weeding them out. He should examine what would be the best use of dollars, the best use of time, and what legal restrictions are involved. What would the Village's #1 choice be, to rebuild or combine services? Ms. Holody asked whether the Planning Commission should be involved in those decisions. The Mayor responded it should.

SOLICITOR'S REPORT:

Mr. Bryan reported the Carol J. Haramis Family Trust property County Fiscal Officer renewal application to continue the property's Agricultural District tax designation for another five year period has been filed. The Village can consent to the application, ask that it be denied, or request that it be approved with modifications.

A motion was made by Mr. Kaplan and seconded by Mr. Weigand to consent to the renewal of the Agricultural District Tax Designation for the Carol J. Haramis Family Trust property.

Roll Call Vote: Mr. Matusz, yes; Mr. Kaplan, yes; Ms. Holody, yes; Mr. Weigand, yes; Mr. Schneider, yes. The motion was adopted.

Mayor Mayer thanked Mr. Haramis for the information he provided to the Village about Bishop Lane.

FISCAL OFFICER'S REPORT:

Ms. Wordell thanked Mayor Mayer, Ms. Holody, Mr. Kaplan, and Mr. Bryan for meeting with her about the possible formation of a Finance Committee.

Ms. Holody summarized her notes from the meeting held on January 25th (see attachment) with Mayor Mayer, Michael Kaplan, Deborah Wordell, and Brad Bryan to discuss the role and responsibilities of a Finance Committee.

Points discussed: Role of the Finance Committee with a focus on "what do the auditors like to see at a minimum." The State auditors like to see that "other eyes" are looking at expenditures and reviewing reconciliations for deposits, checks, and debits. Fiscal Officers have the power, under the Ohio Revised Code, to approve expenditures that are within the appropriated budget. Peninsula has a spending limit for the Fiscal Officer of up to \$500 per purchase. We might want to revisit giving the Fiscal Officer and Mayor more latitude in running the everyday operations of the Village. It was suggested the Fiscal Officer provide a detailed "budget vs actual" review every quarter to keep Council informed.

Conclusions: If we initiate the Finance Committee to execute the following audit functions, the Committee should: (1) Review checks that have cleared and verify that the dates, orders, names, and amounts match what has been entered into the UAN system; (2) Review all purchase orders and acknowledge the review with signatures; and (3) Work with the Fiscal Officer to determine who has purchasing authority for each budget line item and each revenue fund. It was proposed that the committee do this work for three months and then regroup with the Fiscal Officer, Mayor, and Solicitor to review the committee's work and consider further responsibilities.

Mr. Kaplan stated the Fiscal Officer works for the Mayor in the Executive Branch, and Council is the Legislative Branch of Government. It is critical for everyone to work together. The Village has a statutory form of government. Mr. Kaplan stated he is in favor of establishing a Finance Committee to assist with oversight duties. The larger questions are the whole process

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on how the Village spends money in the community and how the money moves out of the fund. The Police Department is structured with a Chief in a statutory role, but we do not have that in the Service Department. The Village does not have a Street Commissioner or a person in charge of buildings and grounds. Maybe the Village should restructure how it does things so Council doesn't nitpick.

Ms. Holody stated performing the three proposed oversight tasks and working with Ms. Wordell to determine who has purchasing authority for each budget line item and each revenue fund would be good for all of us. She stated she would like to make the Finance Committee motion because the State Auditor will favor having such a process in place.

Ms. Holody made a motion to authorize Dee Holody and Michael J Kaplan to act, with the assistance of the Village Fiscal Officer, as a Council Finance Committee to regularly review Village invoices, purchase orders, payment records, and account reconciliations to verify that the names, dates, and amounts of the invoices, checks, and purchase orders match, and they match the entries in the UAN system and bank statements. The motion was seconded by Mr. Kaplan.

Mr. Kaplan stated what Council will receive in the future a list of bills, knowing the Finance Committee has already reviewed the process of payment for those bills.

Roll Call Vote: Mr. Matusz, yes; Mr. Kaplan, yes; Ms. Holody, yes; Mr. Weigand, yes; Mr. Schneider, yes. The motion was adopted.

Ms. Wordell stated she is still reconciling the 2018 accounts. She would like to move forward with the final 2019 budget and sit down with Council to explain the budget and discuss who is responsible for each line item. The Village should refrain from making large purchases until the 2019 Budget is finalized. It was suggested that a Special Council Meeting be set up to discuss the 2019 Budget. Readings on Resolutions 05-2019 and 06-2019 could also take place at that meeting. A special appropriations budget will also have to be set up to receive the insurance proceeds and pay for replacement items in connection with the fire.

Approval of the Minutes for the December 10, 2018 Regular Council Meeting and January 14, 2019 Regular Council Meeting.

Ms. Holody made a motion to approve the December 10, 2018 Regular Council Meeting Minutes with this exception: Change "Approved" to "Acknowledge receipt of" financial reports. That motion was seconded by Mr. Schneider.

Roll Call Vote: Mr. Matusz, yes; Mr. Kaplan, yes; Ms. Holody, yes; Mr. Weigand, abstained; Mr. Schneider, yes. The December 10, 2018 Minutes were approved as amended.

Ms. Holody made a motion to approve the January 14, 2019 Regular Council Meeting Minutes with this exception: Change "Approved" to "Acknowledge receipt of" financial reports. That motion was seconded by Mr. Schneider.

Roll Call Vote: Mr. Matusz, yes; Mr. Kaplan, yes; Ms. Holody, yes; Mr. Weigand, yes; Mr. Schneider, yes. The January 14, 2019 Minutes were approved as amended.

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Consideration of the Minutes for the May 22, 2018, June 11, 2018, June 16, 2018, June 23, 2019, June 30, 2018, and July 9, 2018 Council Meetings

A motion was made by Mr. Kaplan to adopt the May 22, 2018 Minutes for purposes of discussion that was seconded by Mr. Weigand.

Mr. Kaplan stated the May 22nd meeting was a very important meeting. The Village needs to make sure it gets it correct. He pointed out some spelling and grammar issues on page 4, the second full paragraph, fifth line. The name Weant should be replaced with Stoll. He stated these minutes are not a transcript and maybe they should be based on the importance of this meeting. Mr. Kaplan stated he will withdraw his motion to approve these minutes.

A motion was made by Mr. Kaplan for the Village to obtain a suitable company to transcribe the tape of the May 22, 2018 Special Council Meeting and make that transcription the official minutes of that meeting. The motion was seconded by Mr. Matusz.

Roll Call Vote: Mr. Matusz, yes; Mr. Kaplan, yes; Ms. Holody, yes; Mr. Weigand, yes; Mr. Schneider, yes. The motion was adopted.

The Administrative Clerk will get quotes from Court Reporting Services and present them to Council at its next meeting.

A motion to approve the June 11, 2018 Council Meeting Minutes was made by Mr. Kaplan and seconded by Mr. Matusz.

Roll Call Vote: Mr. Matusz, yes; Mr. Kaplan, yes; Ms. Holody, yes; Mr. Weigand, yes; Mr. Schneider, yes. The June 11, 2018 Minutes were approved.

Mr. Kaplan made a motion to adopt the June 16, 2018 Minutes for the purpose of discussion that was seconded by Mr. Matusz.

Mr. Kaplan pointed out the minutes were not in the correct format. They should be titled Record of Proceedings, and it should be made clear the speakers are providing opinions not statements of fact. The way these minutes are written, it is not clear who was speaking.

Ms. Holody asked if Mr. Kuboff could listen to the tape of June 16th meeting and redo them in the correct format. Mr. Kuboff agreed. The June 16, 2018 Meeting Minutes will be presented for approval at the March 11, 2019 Council Meeting.

FINANCE LIAISON, MS. HOLODY:

Ms. Holody made a motion to acknowledge receipt of the January 2019 Financial Reports that was seconded by Mr. Schneider.

Roll Call Vote: Mr. Matusz, yes; Mr. Kaplan, yes; Ms. Holody, yes; Mr. Weigand, yes; Mr. Schneider, yes. The motion was adopted.

Ms. Holody made a motion to approve the payment of the bills listed on the Payment of Bills document in Council's packet that was seconded by Mr. Schneider.

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Roll Call Vote: Mr. Matusz, yes; Mr. Kaplan, yes; Ms. Holody, yes; Mr. Weigand, yes; Mr. Schneider, yes. The motion was adopted.

POLICE LIAISON, MR. SCHNEIDER: Mr. Schneider reported on the Police Chief's request to amend Section 147.03 of the Administrative Code to add additional holidays for Village employees. The Chief will attend the March 11th Council Meeting to discuss his request.

ROADS AND PUBLIC WORKS LIAISON, MR. MATUSZ: Mr. Matusz stated we covered a lot already with the fire discussion. The legislation related to the purchase of the new truck was discussed. Mayor Mayer stated the proposed available vehicle has a diesel engine. He would not recommend purchasing the vehicle because of the diesel engine, and it is too much truck for the Village's needs.

Mr. Matusz mentioned the need obtain cold patch material for patching pot holes.

A discussion on the pay rate for the new full-time Service Department employee took place. Mr. Matusz stated his understanding was that the employee was going to be paid \$18.00 per hour. The Mayor stated the ad placed in the newspaper stated the pay rate was \$15.38 - \$17.94 per hour depending on experience. The current employee is being paid at \$15.83 per hour.

Mr. Matusz made motion to correct the pay scale for the full-time Service Department employee to \$18.00 per hour that was seconded by Mr. Kaplan for purposes of discussion.

Ms. Wordell stated Council should look at what the Village is spending on payroll in the Service Department and the procedures for who gets called in first for snow plowing. She stated if you are going to raise the pay, you are going to have to appropriate more money for the Service Department payroll.

The Mayor emphasized the ad had a sliding pay scale based upon experience, and the person that was hired did not meet all of the qualifications because he did not have a CDL. Council approved reimbursement of expenses for obtaining a CDL, which he has not moved forward to obtain. His pay should not change until he has 90 days in. The question was asked whether we are satisfied with his work performance. Mayor Mayer requested Council go into executive session at the end of the meeting to discuss that issue and the pay issue.

PLANNING COMMISSION, MR WEIGAND:

Mr. Weigand reported the Planning Commission met on February 4 to continue work on the Village's Long-Range Plan. At that meeting, the Future Land Use Map was reviewed and updated with some minor revisions. The framework for the section titled "Moving Forward" was discussed, and that section has been written. Ms. McMahon is going to send a draft of the updated Long-Range Plan to Mr. Kuboff to post on Village's website before March 4. On April 1, the Long-Range Plan meeting will be a public presentation at G.A.R. Hall to kick off a month long public comment period. The next Long-Range Plan Meeting will take place on March 4 at 7:00 p.m.

The Planning Commission held its regular meeting on January 28. Short term rentals were discussed. The Commission also reviewed the first half of the proposed Historic District Overlay Ordinance. The review of the second half or the proposed ordinance is scheduled to take place at our next meeting on February 25. A Special Planning Commission Meeting will take place on February 25 at 5:00 p.m. to interview traffic engineers Michael Schweickart of TMS Engineers and Robert Parker of Hull & Associates.

The next Planning Commission Meeting is scheduled for February 25 at 7:00 p.m.

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Ms. Wordell asked, for budgeting purposes, about the status of the expenditures to the LRP consulting firm. Mr. Bryan responded the firm still has a little room to bill within the contracted \$14,500 amount budgeted for last year. The Village is obligated to pay for additional work above that amount at the rate of \$100 per hour. The Planning Commission and consulting firm estimate that no more than an additional \$5000 might be needed in this year's budget for the consultant fees for any necessary zoning ordinance updates.

Whether any money will be requested for a traffic engineer will be determined after the interviews are conducted. No decision to move forward with any expenditures or work has been made at this point.

WASTEWATER: Ms. Holody stated there is nothing new to report.

ZONING: Mayor Mayer reported the Winking Lizard submitted plans for rebuilding a deck. Mayor is in the process of reviewing the plans. A discussion about the plans and location of the deck and whether the Planning Commission be involved took place. Council requested a report on what is going on with this application within the time period in which the Village must respond. The Mayor mentioned the Peninsula Foundation had a question whether it could put up a 6' high fence on its property. The Mayor advised them that was permitted under the Village's Code.

BOARD OF ZONING APPEALS: Mayor Mayer reported no meeting took place last month. He stated there is still one opening on the Board.

BUILDING AND GROUNDS, MS. BOOTH:

Mr. Schneider reported the rope pulley on the flagpole is broken and needs to be fixed. Mayor Mayer stated if the flag pole is in need of repair, the Village should look into replacing it with new aluminum. He stated he would look into pricing for a new flagpole.

Ms. Holody reported on the purchase of five 4'x6' slabs of historic sandstone for sidewalk repairs. She stated the Village sandstone and granite was moved from Terry Lumber for storage at the Village Maintenance Yard. It was determined that orange cones should be placed around the sandstone to protect it from the snow plows.

CHAMBER OF COMMERCE, MR. WEIGAND: Mr. Weigand reported the Chamber held its meeting on February 6th. The Chamber is working on a proposal to buy and install park benches in town in memory of Ronda Russel. Ronda was a beloved member of our community, and she remembered the Chamber in her will. The Chamber is also working on securing a piece of public art by Peninsula Artist Mike Maris. The Chamber needs to raise \$6,500 to purchase the item. The Ramp Up event will take place on April 27th. The 50th anniversary of the last burning of the Cuyahoga River is being celebrated. The Main event, Xtinguish, will be held on June 20-22nd. A symbolic torch is expected to pass through Peninsula around 2:00 p.m. on June 20th.

POLICIES AND PROCEDURES, MR. KAPLAN: Mr. Kaplan stated Mr. Kuboff contacted various communities about their Council Rules. Mr. Kaplan presented a draft for some proposed Rules of Council that he would like Council to consider. The topics of discussion were: Public & Open Meetings; Correspondence and Communications; and Responsibilities of a Member of Council. He recommended the Village provide each Councilmember with an e-mail address (example CouncilMJK@villageofpeninsula-oh.gov). Mr. Kaplan recommended each

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Councilmember review the proposed Rules of Council and make suggestions to fine tune them for future use. (See attachment)

FIRE BOARD, MR. SCHNEIDER: Mr. Schneider reported the next Board Meeting is scheduled for February 18th.

CEMETERY BOARD, MR SCHNEIDER: Mr. Schneider reported the next Board Meeting is scheduled for February 21st.

JEDD, MR. SCHNEIDER: Mr. Schneider referred to Ms. Wordell for an update. Ms. Wordell reported the Board had a representative from RITA at the last Board meeting, and he explained what information could be provided in an open session and what information can be provided in executive session. Ms. Wordell stated she reached out to the Attorney for the JEDD Board to provide her with the policies and procedures so she can better understand her role with the JEDD.

LEGISLATION:

Third Reading: None

Second Reading:

Ordinance No. 02-2019

Requested by Mayor Mayer and Chief Varga

An Ordinance Amending Section 147.03 of the Codified Ordinances Relating to Holidays for Full-Time Employees

The Ordinance was read by title by the Solicitor. The Ordinance will advance to a third reading at the next Council Meeting.

First Reading:

Ordinance No. 03-2019

Requested by Fiscal Officer Deborah Wordell

An Ordinance Repealing and Replacing Section 147.10 of the Codified Ordinances Relating to the Use of Village Credit Cards

The Ordinance was read by title by the Solicitor. The Ordinance will advance to a second reading at the next Council Meeting.

Ordinance No. 04-2019

Requested by Councilperson Schneider and Councilperson Holody

A Resolution Reappointing Bradric T. Bryan of Goodwin & Bryan, LLP as the Village Solicitor and Prosecutor for a Term Commencing on April 1, 2019 and Ending on March 31, 2020

The Ordinance was read by title by the Solicitor. The Ordinance will advance to a second reading at the next Council Meeting.

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Resolution No. 05-2019

Requested by Councilperson Holody and Fiscal Officer Deborah Wordell

A Resolution Establishing the Annual Operating Budget and Setting forth the Appropriations for 2019

The Resolution was read by title by the Solicitor. The Resolution will advance to a second reading at the next Council Meeting.

Resolution No. 06-2019

Requested by Fiscal Officer Deborah Wordell

A Resolution Amending the 2019 Temporary Appropriation Resolution

The Resolution was read by title by the Solicitor. The Resolution will advance to a second reading at the next Council Meeting.

Resolution No. 07-2019

Requested by Mayor Mayer and Fiscal Officer Deborah Wordell

A Resolution Authorizing the Purchase of a 2019 Ford F-750 from Lebanon Ford, Inc.

The Resolution was read by title by the Solicitor.

OLD BUSINESS: Ms. Holody requested whether the Village could clean up the area around the Maintenance Yard and remove the scrap when we get the appropriate truck.

Mr. Kaplan requested when a subject is taken up in a Council Meeting that it remains on the agenda until completed. Examples: Phone calls to be made, letters to be sent, and information gathering. Ms. Holody would also like it to remain on the agenda and be under the subject as Unfinished Business. She stated maybe as Council we should do a better job of following up on unfinished business.

NEW BUSINESS: Mr. Matusz requested that the Village write a thank you letter to be signed by the Mayor and Council and send the letter to all the communities that helped during the fire.

EXECUTIVE SESSION: Mr. Kaplan made a motion to go into Executive Session for the purposes of discussing a Service Department employee personnel matter and a Service Department employee compensation matter that was seconded by Mr. Weigand

Roll Call Vote: Mr. Matusz, yes; Mr. Kaplan, yes; Ms. Holody, yes; Mr. Weigand, yes; Mr. Schneider, yes. The motion was adopted, and Council went into executive session.

A Motion to come out of executive session was made by Mr. Kaplan and seconded by Mr. Schneider.

Roll Call Vote: Mr. Matusz, yes; Mr. Kaplan, yes; Ms. Holody, yes; Mr. Weigand, yes; Mr. Schneider, yes. The motion was adopted.

A motion was made by Mr. Matusz to change the pay rate for the full-time Service Department employee to \$18.00 per hour, retroactive to his employment start date, once he has successfully reached his 90 day employment date. The motion was seconded by Mr. Schneider.

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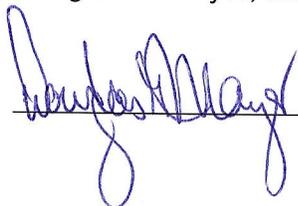
Roll Call Vote: Mr. Matusz, yes; Mr. Kaplan, yes; Ms. Holody, yes; Mr. Weigand, yes; Mr. Schneider, yes. The motion was adopted.

ADJOURNMENT: A motion to adjourn was made by Mr. Schneider and seconded by Mr. Weigand. All were in favor of the motion; none were opposed. The meeting was adjourned at 11:29 p.m.

Respectfully submitted:

Douglas G. Mayer, Mayor

Date



4-4-2019



Deborah Wordell

Fiscal Officer

Date 04/12/2019

Meeting Notes: Organization of Finance Committee

Date: January 25, 2019

Present: Mayor Mayer, Deborah Wordell, Michael Kaplan, Dee Holody, Brad Bryan

Purpose: To discuss the role and responsibilities of a Fiscal Committee

Points discussed:

- General discussion about the roles of Finance Committees with a focus on “what do the auditors like to see at a minimum”.
- State auditors like to see that “other eyes” are looking at expenditures and reviewing reconciliations for deposits, checks, and debits.
- Fiscal officers have the power, by ORC, to approve expenditures that are within the appropriated budget. Peninsula has a limit of spending for the FO of up to \$500 per purchase. We might want to revisit this giving the FO or the Mayor more latitude in running the everyday operations of the Village. It was suggested that the FO provide a detailed “budget vs actual” review every quarter to keep Council informed.

Conclusions:

- We will initiate the Finance Committee to execute the following audit functions.
 1. Review checks that have cleared and verify that the dates, names and amounts match what has been entered into the UAN system.
 2. Review all purchase orders, and acknowledgement of review with signature
 3. Work with the FO to determine who has purchasing authority for each budget line item and each revenue fund.
- The Committee will do this work for 3 months and then regroup with the FO, Mayor, and Solicitor to review the Committee work and consider further responsibilities.
- Deborah will notify the Committee when she has the first set of PO’s ready for our review.
- Dee offered to assist the FO in reconciling the backlog of 2018 bank statements

RULE ____

PUBLIC & OPEN MEETINGS

1. All official meetings of the Village Council are and shall be open to the public.
2. Notwithstanding Section 1, Council may, from time to time, and under such circumstances allowed by law, and as enumerated in Rule _____, adjourn to executive session.
3. The Village Council may, in its sole discretion, invite one or more persons to remain in the Chamber during the executive session.
4. All action by the Village Council shall be taken at an open session.

RULE _____

CORRESPONDENCE AND COMMUNICATIONS

1. Each Member of Council shall be provided with an email address from the Village of Peninsula on the Village's server.
2. Each Member of Council shall be provided with Stationery and Business Cards which shall include the member's name, the village's governmental address, and the Village email address of the Member.
 - 2a. The Stationery provided to each Member of Council shall include, in the printed form, a statement that the Member of Council is a Member of the Legislative Authority/Council of the Village of Peninsula and does not speak for the Mayor and/or the Village Council.
 - 2b. Section 2a shall not apply in situations where a Member has been specifically and duly authorized by the Mayor or the Council to speak for the Mayor and/or the Village Council.
3. Each Member of Council shall conduct all official business through the use of the provided Stationery and/or the assigned email address and shall at no time use any other Stationery or email address.
4. Each Member of Council is to recall that all correspondence and communications sent or received by or on behalf of the Member in the execution of the office shall be considered a PUBLIC RECORD, and a copy shall be preserved by the Member, or the Village, or both.
5. Each Member of Council is to recall that no correspondence or communication may be purged or destroyed except in accordance with the Rules governing the retention and destruction of Public Records.
6. In the case of email communications and correspondence, the Member shall include in each thread the following:

"[Name] is an Elected Member of the Peninsula Village Council. S/he does not speak for the Mayor or for the Village Council."
7. In the case of email communications and correspondence, the Clerk shall obtain copies of all communications and correspondence from the server, and shall maintain and preserve the emails of all Members of Council and

shall retain or destroy those documents in accordance with the Rules governing the retention and destruction of Public Records.

8. In the case of written, non-electronic communications and correspondence, each Member of Council shall forward a copy to the Clerk for retention or destruction pursuant to the Rules governing Public Records, including unsolicited communications and correspondence, regardless of the content or purpose of the communications and correspondence.
9. In the case of oral communications and correspondence, whether by phone or in person, the Member of Council shall promptly and within a reasonable time, provide to the Clerk a written summary of the communication and correspondence, which shall include the date of the interaction, the name of the persons or agencies interacted with, the purpose of the interaction along with a reasonable summary of the discussions or information received and/or provided, along with a statement that the Member of Council informed those with whom the Member interacted that the Member does not represent the Village, unless the Member has been specifically and duly authorized by the Mayor and/or Council to speak or act on behalf of the Mayor and/or the Village Council.

RULE _____

RESPONSIBILITIES OF A MEMBER OF COUNCIL

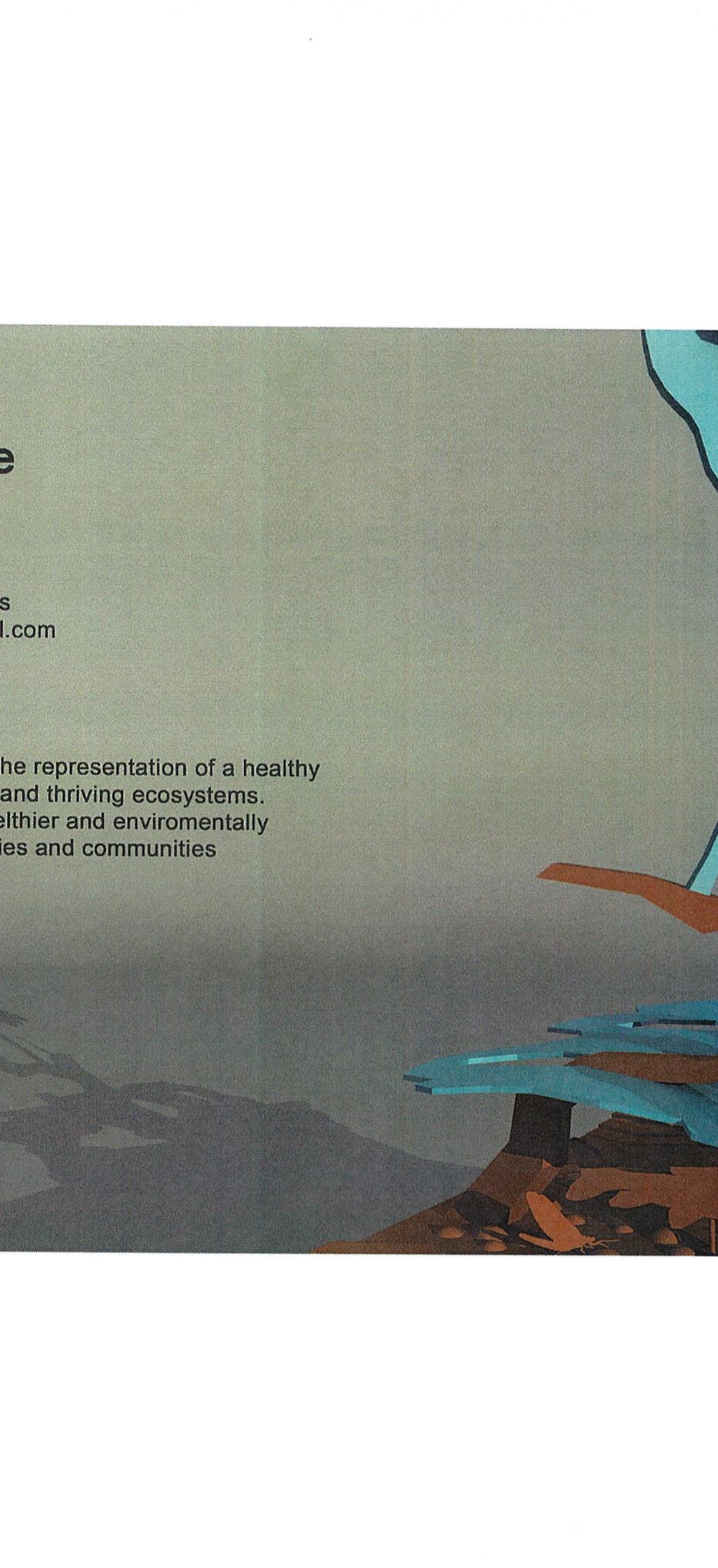
1. Each Member of Council is elected by all the residents and voters in the Village, and should, at all times, consider that s/he represents all of his/her constituents.
2. As a Member of the Legislative Authority, each Member of Council shall become familiar with the Statutory Requirements, Responsibilities and Limitations of the position as contained in the Ohio Revised Code and the Ordinances of the Village. For this purpose, the Clerk of Council shall create and have available a document which includes a list of the sources from which a Member of Council may access information to discharge this obligation.
3. Each Member of Council shall refrain from ever representing to anyone, inside or outside the Village that the Member is an authorized Spokesperson for the Mayor or the Village, or the Government of the Village, unless the Member has been specifically and duly appointed to such a position.
4. On each occasion that a Member of Council shall contact, interact, correspond, or attend an event in the furtherance of being a Member of Council, the Member of Council shall promptly report to the Council each contact, interactions, correspondence and/or attendance with any person or agency other than an elector or constituent, no later than the next following Regular Meeting of the Council. The report, which may be oral or written as appropriate, shall include the date of the interaction, the name of the persons or agencies interacted with, the purpose of the interaction along with a reasonable summary of the discussions or information received, along with a statement that the Member of Council informed those with whom the Member interacted that the Member does not represent the Mayor or the Village Council, unless the Member has been specifically and duly authorized by the Mayor and/or Village Council to speak or act on behalf of the Mayor and/or the Village Council.
5. Each Member of Council shall promptly deposit with the Clerk a copy of all documents received during any interaction with any person or agency other than an elector or constituent.

River Sculpture Concept

Michael W. Marras
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@mwmarras

This sculpture is the representation of a healthy river with healthy and thriving ecosystems. In turn creating healthier and environmentally conscious economies and communities within our cities.

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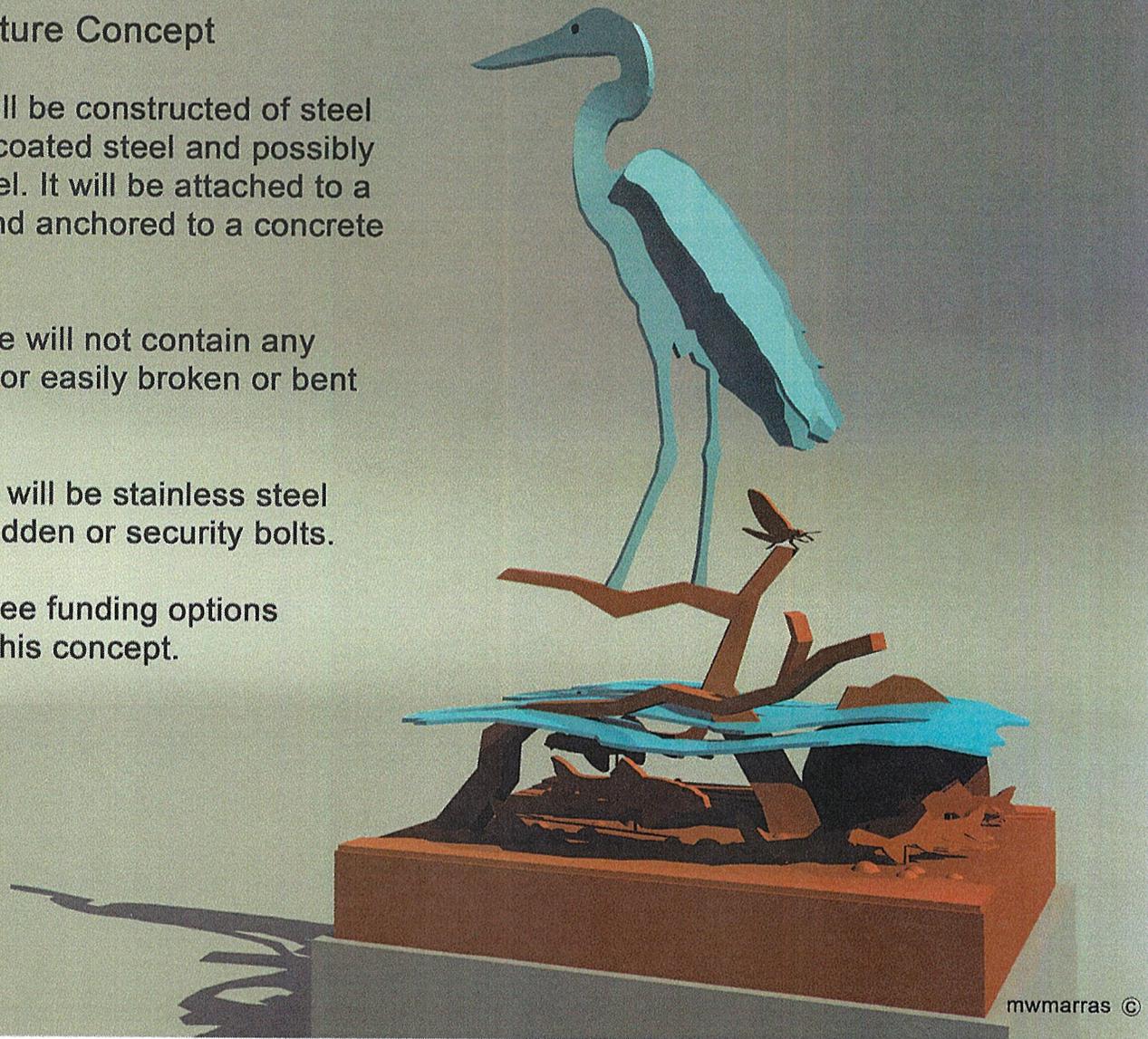
River Sculpture Concept

This piece will be constructed of steel and powder coated steel and possibly stainless steel. It will be attached to a steel base and anchored to a concrete footer.

This sculpture will not contain any sharp edges or easily broken or bent elements.

All Hardware will be stainless steel and will be hidden or security bolts.

There are three funding options available for this concept.



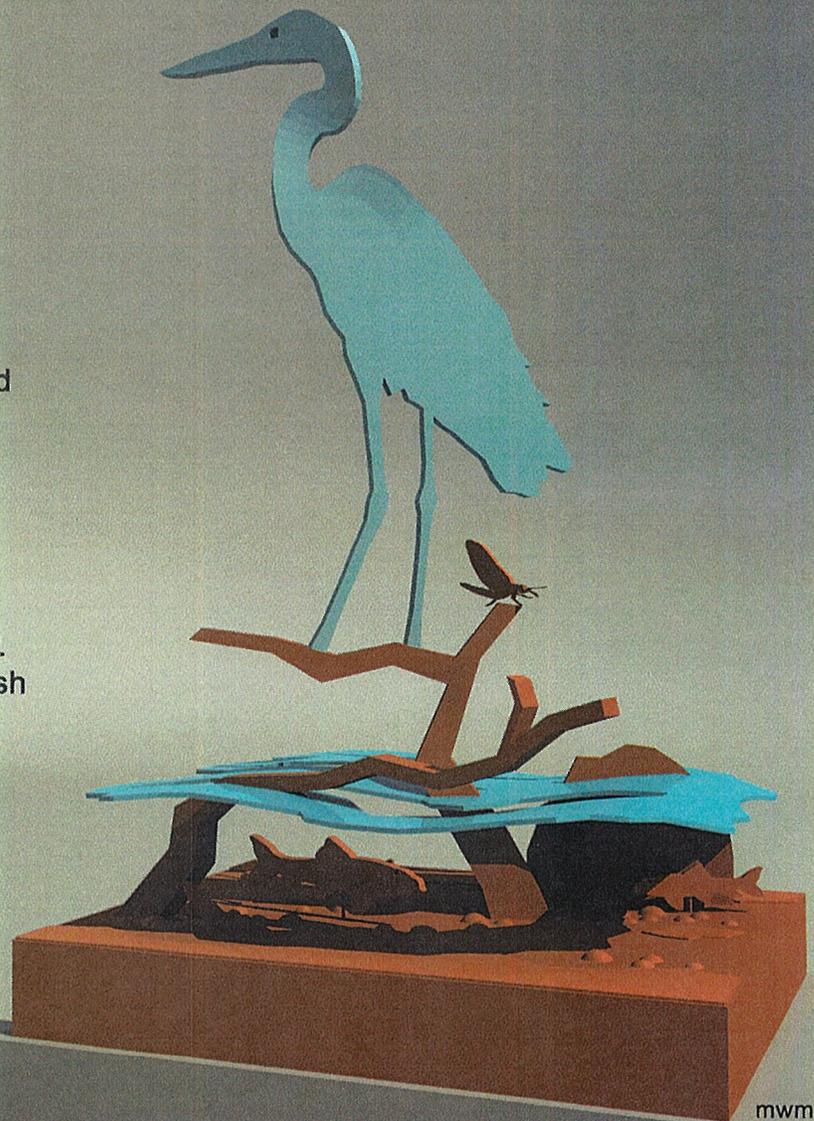
\$6,000 Sculpture

This sculpture will be constructed of steel and powder coated steel. The Powder coated steel will have a zinc under coating. The inner/hidden welds will have an anti-rust coating.

The Heron and the water will be one solid powder coat with different hues of blue. The other environmental elements will rust over time giving the rest of the sculpture a natural look.

This sculpture stands between 7-8 ft. tall when sitting on a 1 ft. tall concrete footer. It will contain a Great Blue Heron, Two fish of your choice, several nymphs/bugs, shale rock, river bed rocks, a larger rock and fallen branches to support the water and Heron.

This image is a concept. The style and placement of elements may change during the creative process for the best possible results.



\$9,000 Sculpture

This sculpture will be constructed of steel and powder coated steel. The Powder coated steel will have a zinc under coating. The inner/hidden welds will have an anti-rust coating.

The Heron and the water will be powder coated with different hues of blue. The other environmental elements will rust over time giving the rest of the sculpture a natural look.

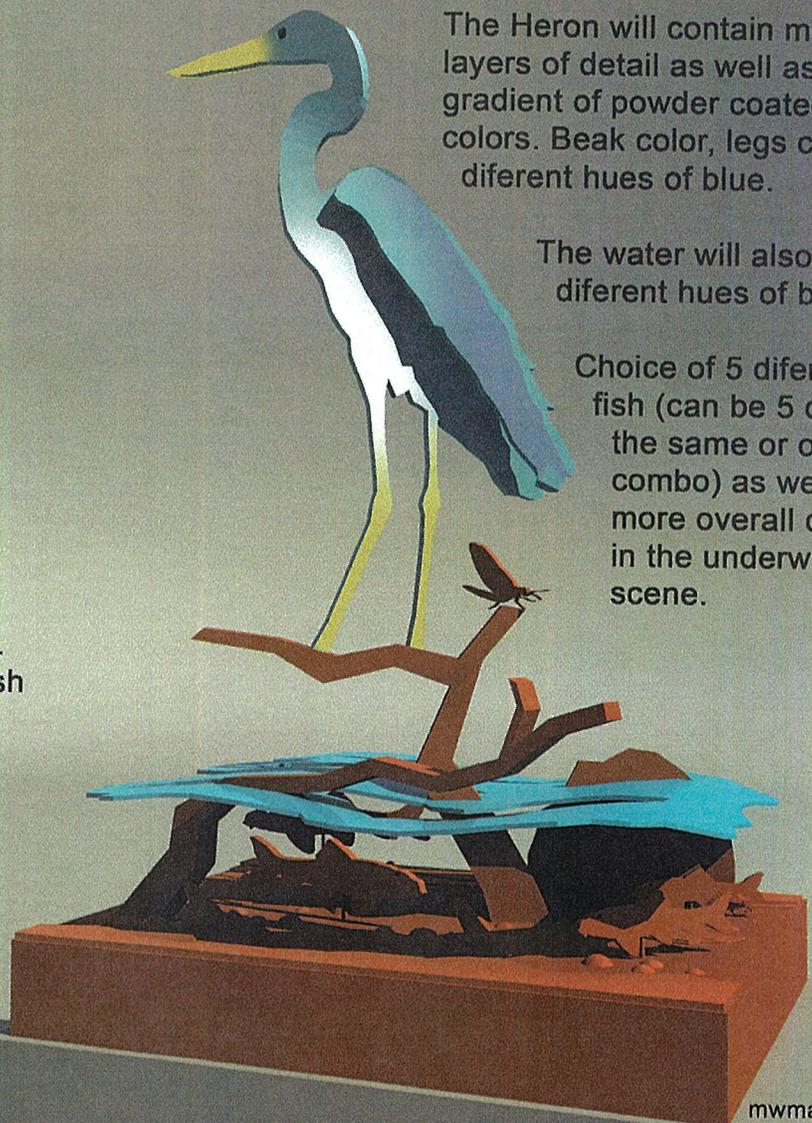
This sculpture stands between 7-8 ft. tall when sitting on a 1 ft. tall concrete footer. It will contain a Great Blue Heron, Two fish of your choice, several nymphs/bugs, shale rock, river bed rocks, a larger rock and fallen branches to support the water.

This image is a concept. The style and placement of elements may change during the creative process for the best possible results..

The Heron will contain more layers of detail as well as gradient of powder coated colors. Beak color, legs color, different hues of blue.

The water will also have different hues of blue.

Choice of 5 different fish (can be 5 of the same or other combo) as well as more overall detail in the underwater scene.



\$12,000 Sculpture

This sculpture will be constructed of steel and powder coated steel. The Powder coated steel will have a zinc under coating. The inner/hidden welds will have an anti-rust coating.

The Heron and the water will be powder coated with different hues of blue. The other environmental elements will rust over time giving the rest of the sculpture a natural look.

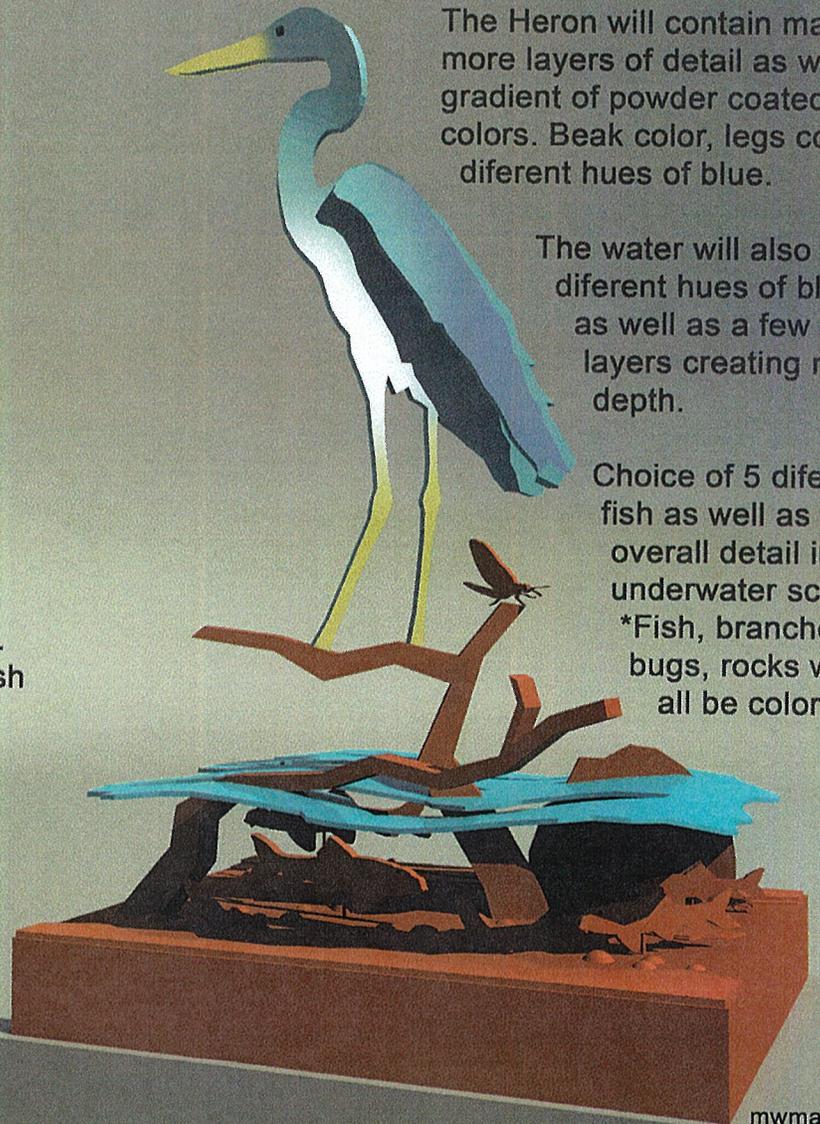
This sculpture stands between 7-8 ft. tall when sitting on a 1 ft. tall concrete footer. It will contain a Great Blue Heron, Two fish of your choice, several nymphs/bugs, shale rock, river bed rocks, a larger rock and fallen branches to support the water.

This image is a concept. The style and placement of elements may change during the creative process for the best possible results..

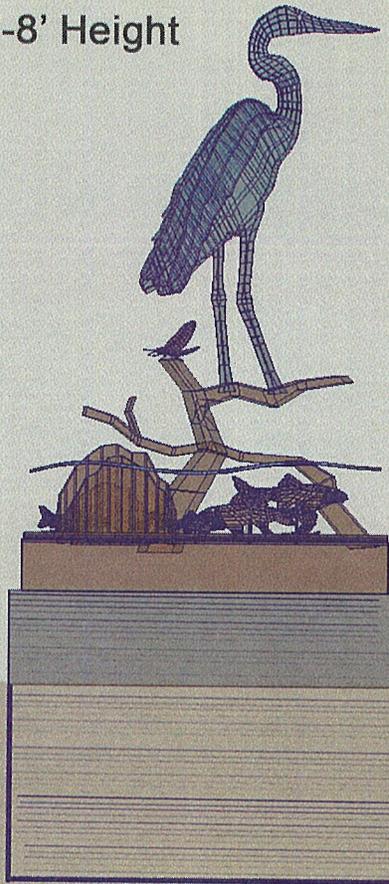
The Heron will contain many more layers of detail as well as gradient of powder coated colors. Beak color, legs color, different hues of blue.

The water will also have different hues of blue as well as a few more layers creating more depth.

Choice of 5 different fish as well as more overall detail in the underwater scene.
*Fish, branches, bugs, rocks will all be colored.



7-8' Height



Footer will extend 3 ft. into the ground past the frost line.

The footer has to be poured to spec in order to fit the sculpture. Everything is designed based on the footer.

Exact measurements will be provided after the concept has been fully designed and ready for fabrication. Artist prefers to be present when footer is poured.

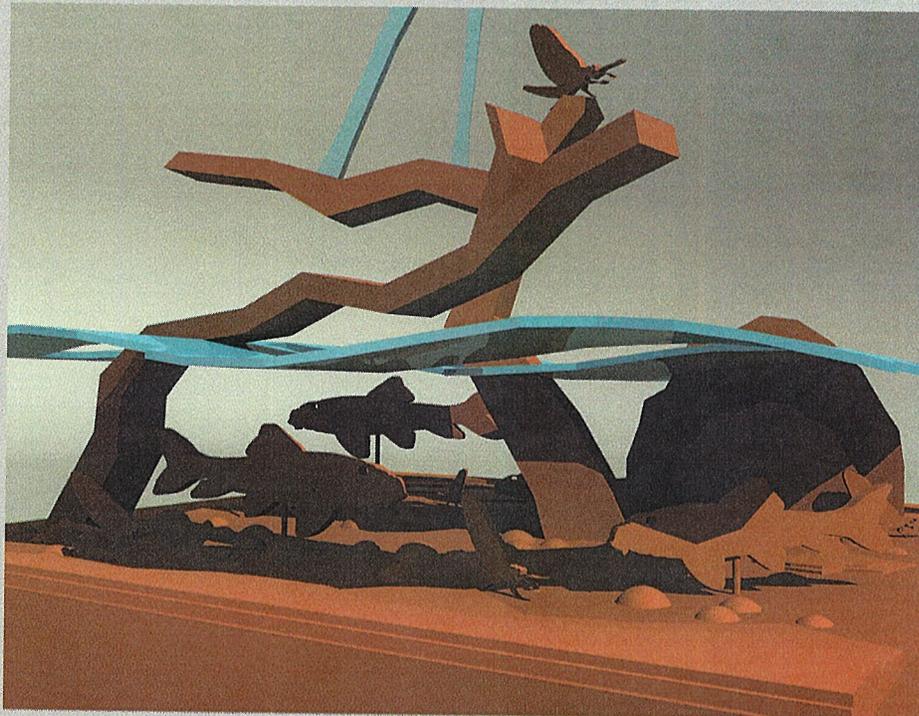
8-12" above

3 ft. below

Artist prefers to use black onyx dye in concrete mix or your choice of color options

A sculpture will be guaranteed to be installed by June 19th at a designated location if 50% of total budget is received by artist before March 1st. It is not possible to change your budget option after fabrication has begun.

- Requirements -
1. Initial funding by March 1st or sooner.
 2. *Artist absolutely must be involved in the footer process, footer has to be poured to spec.



mwmarras ©