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**MINUTES OF SYMMES TOWNSHIP FINANCE & AUDIT COMMITTEE**  
**REGULAR MEETING**  
**November 11, 2020**  
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The meeting was called to order at 6:00 p.m. Members of the Committee present were: Rik Vonderhaar, Larry Harte, Pete Sayles, Michael Tranter, and Joe Grossi.

Also, present: Administrator - Mrs. Kim Lapensee, and Township Trustees – Phil Beck, Jodie Leis and Kenneth Bryant.

**OLD BUSINESS**

Mrs. Lapensee stated that she changed the sheets as requested from the last meeting on 11/6/2020 based on our discussions by the committee.

- Summary page – pages 21,22, and 23. Mrs. Lapensee stated that there is a comparison sheet for all the safety services on page 21, comparison sheet for all the road department funds on page 22 and the cash summary sheets for page 23.
- Cash balance at end of the year. Mrs. Lapensee stated that she gave cash balances as of 11/9/2020 going forward into next year without knowing November and December.
- Medical summary in total – Mrs. Lapensee stated that they have provided the last 5 years of medical insurance data.
- Rik will send spread sheet – Mrs. Lapensee stated that added columns for all the sheets for the differences and percentage differences they wanted to see.
- 2131 clarify supplies and materials – Mrs. Lapensee stated that she could not find her notes on why the amounts, but she would like to leave it for now just in case.
- Dump truck change – Mrs. Lapensee stated that she changed the amounts in the gas tax and PMVL fund to \$40,000.00 each.
- Red Wing Boot sponsorship – Mr. Harte stated that he would still look at that.
- Fund line items that may go away (due to variables) – Mrs. Lapensee stated that there are several fund numbers that needed to change due to switching over to the UAN.

Mrs. Lapensee asked if there were any suggestions on how we should show the HRA expenses or why it was set up the way it was. Mr. Bryant stated that when we switched from the HSA to the HRA, we set up a separate account and committed a balance of \$30,000.00 so that they could track the savings. There was a discussion over how to show the expenses and that we probably did not need a separate account and that we will just log what we spend each month in the accounting program.

Mr. Sayles stated that in the future, it would be helpful to see all the benefits and salaries for the whole township (like a comparison sheet) so we do not have to hunt it down through every page. Mrs. Lapensee stated that she can put together a sheet that shows all of that.

Ms. Leis asked Mr. Grossi if there have been any more trainings scheduled. Mr. Grossi stated no, and now they have cancelled OTA for February.

Mr. Sayles asked how we should manage how much money is in those funds as far as the balances are concerned. Mrs. Lapensee stated that she believes we need at least 50% of the yearly total in carryover just to get through the whole year without running out of money. She stated that she believes that we need at least a year in the road levy funds in case the levies fail when renewed. Mr. Beck asked if we should plan to do that for all the funds that rely on levies just in case? Mrs. Lapensee stated that she always plans to put the levies on in the spring the year they expire and put them back on in the fall if they fail.

Mr. Vonderhaar asked if there was any consideration this year for making the employees pay a percentage of the health care costs. Ms. Leis stated that we can have this discussion in the future,

but we have a small staff and there would not be much of a savings. Mr. Tranter stated that they have had these discussions in the past and you get what you pay for. Mr. Vonderhaar stated that he feels that these are tough times, and we should make tough decisions. Ms. Leis stated that so far COVID has not yet affected us and we are not having a hard time. Mr. Sayles stated that maybe we should just see what other organizations are doing as far as health insurance is concerned. Mrs. Lapensee stated that our township pays less than everyone else and we have always paid it to bridge the gap. Mr. Beck stated that it would be nice to do this comparison. Mr. Sayles stated that we can also look at it as a total compensation package too, but it would be helpful to have the data.

### **NEW BUSINESS**

Mr. Grossi asked if the members of the committee find it under their purview to look at our facilities and their needs. He stated that he has been talking to Bill about our needs as a township and what they would need to house their equipment. He feels that we spend a great deal of money on their equipment and feels it is important to look at housing it. Mr. Bryant stated that we had commissioned a study to look at our facilities and we should pass that report along to Mr. Grossi. Mr. Grossi asked what the status is of this study, what was the outcome? Mr. Bryant stated that we took no action at that time, but we can revisit it. Ms. Leis stated that we can put that on for a work session in the future. Mr. Vonderhaar stated that if there are big ticket costs associated with this, then they should weigh in on it.

Mr. Vonderhaar asked about meeting quarterly so we can get dates on the calendar. Mrs. Lapensee stated that she believes Wednesday was the best day for us to meet. Mr. Sayles stated that we should set the next meeting date, so we have it on the calendar. Mr. Vonderhaar stated that we should meet in February to debrief the last year. Mr. Sayles suggested February 10<sup>th</sup> or the second Wednesday of each quarter, (May 12<sup>th</sup>, August 11, November 10<sup>th</sup> ) at 6:00 p.m. Mr. Bryant asked about the status of our COVID funding. Mrs. Lapensee stated that we have spent all of it between all of salaries and other items that we have bought to mitigate COVID. Mr. Bryant asked how much we have gotten so far. Mrs. Lapensee stated that we have received over \$828,000.00 to date and will get another \$221,000.00 from the county.

Meeting Adjourned 6:50 p.m.