

**TOWN OF PENNEY FARMS  
FINANCE COMMITTEE MEETING**

**MINUTES of November 18, 2019 at 10:00am**

**Present:** Chairman P. Sabin; Town Manager, David Cooper (TM); Town Clerk, Anita Cooper (TC);  
B. Brower; S. Kimsey; and J. Weir

**Absent:** T. Ryder

**Additional Audience:**

**\*\* According to the Florida Municipal Officials Manual: Although citizens are allowed to attend all meetings of the public body, there is no requirement that citizens be allowed to participate in these meetings. Citizens are permitted to participate at public hearings and legislative meetings, such as the Town Council meetings. \*\***

*-Chairman Sabin informed the additional audience that if they have any questions, they can submit their questions to the Town Clerk and answers will be provided as quickly as possible.*

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Start Time: 10:00am

**Motion to approve the October 14, 2019 minutes by J. Weir; second by S. Kimsey. Motion carried without dissent.**

*-Town Manager Cooper reviewed the following normal monthly financials with the committee.*

**TM Cooper stated that all three funds should be at 8.3%.**

**GENERAL FUND**

**AMERIS BANK GENERAL FUND BALANCE:       \$623,591.63**  
**Not used yet   -   New Ameris CDBG Grant Account:       \$       10.00**

**Income:**

**1** Line Item 369900 (Other Miscellaneous Revenues) – The Total of \$25.00 was for CM Andrews paying \$25.00 for his wife to attend the October NEFLC Dinner in St. Augustine.

**Expenses:   **There were three (3) payrolls this month****

**1** Line Item 511900 (Council Reserve Fund) – The total of \$708.88 was for \$50.00 for CM Andrews and wife to attend the Northeast Florida League of Cities dinner meeting in St. Augustine; \$525.00 for the Town Clerk to attend the Florida Academy of City Clerks (FACC) Fall Academy; \$133.88 Deposit for the hotel room stay for the FACC Fall Academy. *(The hotel fees will be on the next bill in November)*

*-J. Weir asked who has Town credit cards and when do the credit cards get used.*

*-TM Cooper stated that he and the town clerk have the only cards to make any reservations for the Council members and/or the staff. He also stated the cards are used for other miscellaneous purchases for which the Town does not have an account set up.*

*-J. Weir asked who approves the Town staff's usage of the Town credit cards.*

*-TC Cooper stated that any expenses for the Town are approved when paid by the Town. She explained that each bill, including the credit card bill are paid with a Town check. All expenses are initialed by two people and the checks are signed off on, by two council members, with the receipts attached, for auditing purposes.*

*-TC Cooper also stated that the Town Manager has always asked permission for the majority of any purchases for the Town, even though he has a \$5,000.00 threshold.*

**2** Line Item 5134600 (Finance & Administration - Repair & Maintenance) – The amount of \$85.00 was for repairs to the general office AC unit.

**3** Line Item 5134901 (Legal Ads) – The amount of \$312.64 was for the following legal ads: \$160.00 for the Property Tax Increase Ad; \$268.80 for the FY 19/20 Budget AD; \$22.08 for the Grant Ad – Passive Park; and \$22.08 for the Grant Ad for Kohler Park.

*-TC Cooper commented that the ads expense will fluctuate based on the unforeseen needs when applying for grants and these are normally for ads in the Clay Today newspaper.*

**4** Line Item 5135200 (Operating Supplies/Bank Fees) - The total of \$138.61 was for (1) \$76.95 monthly security monitoring of the Town Hall; and (2) \$61.66 for a check penalty for the Payroll tax period of 08/22/19 – 09/04/19.

*-TC Cooper explained that payroll taxes are done bi-weekly and that week the IRS's website was down so she called the payment in. She then received a letter stating the check was returned because they had used an old bank account number. She explained that she never got an option to clarify the bank account on the automated call and the penalty for a check being returned was the \$61.66. She stated she immediately corrected the situation and everything is now current.*

*-S. Kimsey asked how the Town was notified that they had to pay bi-weekly.*

*-TC Cooper stated that the Town normally paid the payroll taxes monthly, but approximately two fiscal years ago, she received the letter in writing from the Department of Treasury that the Town had reached a certain threshold and the payroll taxes would now have to be paid bi-weekly.*

**5** Line Item 5135400 (Dues/Subscription) - \$1,073.00 was for the following: \$495.00 for the annual Florida Leagues of Cities annual membership dues; \$500.00 for the Community Partner Sponsorship for the Clay County Fair Association and \$78.00 for the last 5 months of the Quickbooks monthly payroll fees.

*-TC Cooper explained that the 5 months of Quickbooks fees were caught up now, because Quickbooks did not have the new Ameris bank information to be able to normally bill monthly. She stated they are now up to date with the correct information and are current.*

**6** Line Item 5194200 (Postage/Freight) – The total of \$116.85 was for (2) Rolls of regular stamps and one certified letter to Tracy Jones to include his last paycheck.

**7** Line item 5194400 (Rentals/Leases) – The total of \$798.00 was paid to Konica Minolta for two monthly lease payments for the long month. *(We pay Town bills every two weeks, so the second payment was included this month)*

**8** Line Item 5195100 (Office Supplies) – The total of \$1,359.93 was for the following: \$25.00 for the artwork charge for a new Town flag; \$621.04 was for printer cartridges; file folders; and label tape; \$394.10 was for cleaning supplies and paper products for the office and parks; \$49.43 was for a new heavy duty 3-hole punch for the front office; ; and \$99.00 was for a new 2019 Microsoft enterprise version to update Wendy’s computer to run her handheld meter for billing.

**9** Line Item 5196200 – (Capital Outlay – Unrestricted) – The total of \$3,054.39 was for the following: (1) A new Town grill and utensils \$1,292.43; and (2) \$1,761.96 for two new front office computers, after Wendy’s computer crashed. The second computer will be for the Town Clerk and will be swapped out as soon as possible.

**10** Line Item 5243100 (Inspections) – The total of \$2,065.00 was paid out to Clay County for two months of inspections and plan reviews, (1) \$1,190.00 – for August 2019 bill; (2) \$875.00 – the September 2019 bill.

**11** Line Item 5244900 (State Surcharge Fees) – The total of \$28.53 was paid to the State for the Quarterly State Surcharge Fees for the Quarter ending 09/30/2019.

**12** Line Item 5414600 (Repair & Maintenance) – The total of \$1,865.70 was for the following items: \$130.00 to repair a generator plug, mount a key safe; and install the LED light at the Playground Park; \$348.90 to replace 2 batteries in the bucket truck; \$775.26 for the purchase of new extension cords; crescent wrenches; long nose pliers, pipe wrenches, and sealant; \$178.96 for the 3th Quarter Traffic Signal Maintenance; \$126.86 for a chainsaw repair and cleaning a carburetor for a generator; and \$305.72 for new headlights put in the Town’s pick-up truck.

**13** Line Item 5415200 (Public Works - Operating Supplies) – The total of \$747.78 was spent the purchase of (1) 60” bin cabinet w/16 hang and stack bins to finally organize the shop - \$671.90; and the purchase of (2) Speed Bump Signs w/channel posts and hardware - \$75.88

**14** Line Item 5724600 (Parks – Repair & Maintenance) - \$68.18 for the purchase of the dusk – Dawn light at the Playground Park.

**15** Line Item 5724800 (Special Events) - \$the total of \$516.05 was for the purchase of food and drinks for the Town’s National Night Out event held on October 1<sup>st</sup>.

**TOTAL INCOME:**           \$ 43,865.70    **3.2%**

**TOTAL EXPENSES:**       \$ 43,448.46    **3.2%**

**POSITIVE BALANCE:**    \$    417.24

*-TM Cooper stated that a positive balance is always good when you have three payrolls in a month.*

-S. Kimsey asked why income line item 343900 was showing at 24.7% already.  
 -TC Cooper explained that is a quarterly Florida Department of Transportation (FDOT) mowing payment for 9/30/2019 for taking care of State Road 16. She stated that there are several items that come in or get paid quarterly and that shows in the percentage columns. She reminded the committee that any expenses and/or bills paid in October for the previous fiscal year will be adjusted by the auditor, during the audit. She also reminded the committee that there are two months a year that the Town has three payrolls and those line items will always reflect a higher percentage than normal, but will even out throughout the fiscal year. She further stated the current monthly targeted percentage is always listed at the top of the colored reports.

**WATER UTILITY FUND**

**AMERIS BANK WATER UTILITY BANK BALANCE: \$143,182.75**

**Income:**

**1** Line item 3434005 – (Solid Waste Franchise Fee) – This line item totals \$900.22 which includes payments from; Advanced Disposal (\$660.22); and (\$240.00) from Medigreen Waste.

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- Water Revenue 9.1%
- Solid Waste Revenue 8.2% (Total \$1,975.60 = \$1,075.38 is for Garbage/ \$900.22 is for Solid Waste Franchise Fees)
- Misc Revenue (Total of \$310.31) is for the following:
  - Ameris Water Utility Interest - \$ 173.82
  - Ameris Customer Deposit Interest - \$ 24.79
  - Ameris Water Reserve Interest - \$ 111.70
- InterFund Transfers 0.0

**Expenses:**

**\*\*Again, there were three (3) payrolls this month\*\***

**1** Line Item 5333100 – Professional Services) – The total of \$1,603.04 was for the following expenses: (1) \$623.65 for the Water samples / Chlorine testing for September 2019; \$600.00 for the Water Utility portion of the Technical Support for the water billing system; and \$379.39 for the water samples / Chlorine testing for October 2019.



**\*\*Again, there were three (3) payrolls this month\*\***

**Income:** NONE – Nothing unusual to report

**Expenses:**

**1** Line Item 5353100 (Professional Services) – The total of \$600.00 was for the WW/Sewer portion of the annual technical support for the water billing system.

**2** Line Item 5355100 (Office Supplies) – The total of \$22.96 was for the purchase of (4) 6Volt batteries for the sewer meter.

**3** Line Item 5810002 InterFund Transfer Out (To Reserve) - \$1,081.42 is the amount of the new fiscal year monthly payments to the Utility reserve.

**TOTAL INCOME:**            **\$13,690.81**      **6.6% (Overall)**

**TOTAL EXPENSES:**      **\$14,279.49**      **6.9%**

**NEGATIVE BALANCE:** - **\$ 588.68**

-Chairman Sabin asked about line item 5354900 Clay County Utility Authority (CCUA) and asked if that is a normal amount to be paid.

-TM Cooper stated that the Town is still doing well and is consistent with this bill since some major repairs were made this past year.

-B. Brower asked if this includes the 4% increase implemented by CCUA.

-TM Cooper stated yes, this amount includes the 4% increase that the Town elected not to pass on to its customers and absorb for this fiscal year.

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**OTHER ACCOUNT BALANCES:**

	<b><u>AMERIS BANK</u></b>
<b>WW RESTRICTED (DEP) FUND:</b>	<b>\$ 43,374.14</b>
<b>UTILITY RESERVE ACCOUNT:</b>	<b>\$ 86,756.07</b>
<b>UTILITY CUSTOMER DEPOSIT ACCOUNT:</b>	<b>\$ 19,347.66</b>

-TC Cooper reminded the committee that the bi-annual payment will be made this month and the balance of this account will reflect that payment.

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**A motion to approve the Treasury reports by B. Brower; second by S. Kimsey. Motion carried without dissent.**

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**TOWN MANAGER:**

**ITEM #1**

*-TM Cooper stated that the Finance Committee needs to confirm or not confirm the Items that were discussed and approved at the Budget Workshop that were considered over and above the budget (**See attached Sheet – Proposed Capital Projects for FY 2019/2020 – Over & Above the Annual budget**)*

*-TC Cooper reminded the committee members that this sheet is what was discussed and approved at the Town Council Budget Workshop and these items have been put into the budget accordingly, reflecting on the General Fund reports. She stated the Town has had a rough couple of months since these decisions were made and usually there is a formal motion at a Town Council meeting to approve these items. She further stated it is up to this committee to recommend to the Town Council what needs to be approved.*

**ITEM #2**

*-TM Cooper stated the Finance Committee also needs to confirm or not confirm the items that were discussed and approved at the Budget Workshop that were stated as capital projects to be competed with the 2019 Ad Valorem Tax revenue. (**See attached Sheet – Ad Valorem Tax Implementation**)*

*-TC Cooper clarified that these were items that were also discussed at the July Town Council Budget Workshop.*

*-TM Cooper stated that this would be the second formal motion needed at a Town Council meeting. He reminded the committee that these items are what the Town told the public they were going to do with the Ad Valorem tax money.*

*-TM Cooper also stated that the Finance Committee needs to tell him where the money is coming from for the two speedbumps that were installed at CM Andrews' request. He stated the total was about \$2,400.00. He further stated that this job was not budgeted for and completed in November and will reflect on November's financial documentation. He explained that right now the expense has been put in the street and roads line item of the budget. He suggested that this item be added to the above and beyond the budget list.*

*-TM Cooper explained that Council Member Andrews approached the town manager and was told that one of the children in that area may be killed if this is not done. He stated he made a management decision to get this done to avoid any town liability.*

*-Chairman Sabin asked how to combat items like the speed bumps being added from happening.*

*-TC Cooper stated that the Finance Committee needs to make it clear, without being negative, and tell all of the Town Council members that they cannot come directly to the Town Manager and make these type of requests and demands without the Town Manager presenting it to this Finance Committee first.*

*-Chairman Sabin stated he acknowledged this at the last Town Council Workshop.*

*-TC Cooper suggested that he formally make this known at a Town Council meeting, to be on record.*

*-TC Cooper suggested that the speedbumps be put on the over and above the regular budget list in place of the Town Hall landscaping. She stated she contacted the Town's auditor and he has put it in writing that this list can be changed. She added that the Ad Valorem capital projects can be changed as well, as long as you don't go over the total amount designated.*

*-TC Cooper reviewed the items on the proposed projects over and above the annual budget and reminded the committee that the listed items were agreed upon, by general consensus, at the July Town Council Budget Workshop. She further explained that the Town Council was made aware that the Town car and the little Ford Ranger are on their last legs. She stated the Town Manager has made the necessary major repairs to the 2006 pick-up to be able to drive the truck safely. She reminded the committee that the Town Manager came into the budget workshop with a conservative ask of only \$35,000.00 for a newer pick-up truck and the majority of the Town Council members decided to go with a new truck that would provide a warranty and a needed item to depreciate.*

*-Chairman Sabin stated that a lot has changed since these decisions were made. He stated that he is not sure if moving ahead with the renovation of the front office is necessary, although he is supportive of the staff's recommendations. He further stated that the committee could recommend all of this to the Town Council and get the pushback then, but he acknowledged the committee is in a tough spot voting in favor of all the items, in light of changing perceptions of the Town.*

*-TC Cooper stated that although she is not pushing for it and understands the negative climate the Town is in now, but stated there is another factor to consider in regards to renovating the front office and that is the project can be done with the use of building permit monies collected over the past few years.*

*-TC Cooper reiterated that the Town Hall front office is not a necessity, but reported that the Town has collected an unusually excessive amount of money from building permits within the last couple of years, primarily due to the new skilled nursing facility that was built for the Penney Retirement Community (PRC). She informed the committee that this was a one-time influx and those monies cannot be used for any Town operating expenses. She stated that the Town does have to use that money and cannot just leave it in the general fund forever, and it is restricted by Florida statute.*

*-TC Cooper explained that every permit that is issued in the Town of Penney Farms has a separate report that goes along with it to show what the Town received in revenue, what was paid out and includes all expenses associated with that permit, and then shows a profit or loss, for that permit. She distributed a Report listing the Annual permit totals since the 2016 Ordinance was implemented. **(See attached Building Permit report)** She reviewed the report with the committee and showed them the revenue amount that is calculated to be located in the General Fund, just from building permits at this time.*



*She stated that she asked the auditor what the Town could do with that money. She stated she received in writing that renovating the front office is a qualifying expenditure, as well as, purchase new filing cabinets, renovate an area on Town property for a climate controlled storage area to store all of the permit records, etc.....*

*-TC Cooper stated that she wanted the committee to be aware of this revenue and stated this money could be considered for some of the capital projects that are listed. She stated that even if nothing gets done this year, possibly budget some of those building permit revenues for next year.*

*-S. Kimsey stated that the committee should come up with a plan to expend these monies.*

*-B. Brower agreed to come up with a 2 – 4 year plan to expend this money. He asked for the statute that designates what the permit money can be used for.*

*-TC Cooper stated she will give B. Brower the statute and he can review it thoroughly.*

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*-TC Cooper asked for the recommendation on the over and above the budget items. **(A copy of the Over and Above items list was distributed)***

*-Chairman Sabin suggested to wait until the Town Council has another workshop to discuss this with the entire Town Council.*

*-TC Cooper asked to leave the general budget report as it is at this time and hopefully by the next Town Council Workshop in February, the Finance committee can report their recommendations. She stated that gives this committee the next two meetings to discuss their ideas to present at the next Town Council Workshop.*

*-Chairman Sabin stated that since the total mindset has changed on what was approved since the Town Council Budget Workshop in July that the committee will regroup within the next couple meetings and present a revised plan on how to move forward with the spending the Town's money.*

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*-TC Cooper asked for the recommendations on the items budgeted for the Ad Valorem Tax revenues. She stated this is the exact same position that the Over and Above the budget items are in. **(A copy of the Ad Valorem tax revenue proposed capital projects list was distributed)***

*-TC Cooper clarified that the \$72,787.00 amount listed is the total amount of Ad Valorem tax revenues to be collected without the known exemptions and is the legal expectation that was implemented. She explained the \$62,500.00 budgeted is the conservative amount expected to be collected after all of the*

known exemptions are accounted for. She explained the remaining \$10,287.00 was the difference to be restricted for future capital projects.

-TC Cooper stated that she has received the first payment from the Clay County Property Appraiser's office. She stated that Town has received \$1,100.00 that has been paid in November, so far.

-B. Brower acknowledged that the \$72,787.00 amount did not include the exemptions, but also did not allow for delinquent taxes. He stated that may drive the expected \$62,500.00 down.

-TC Cooper stated that the auditor has stated in writing that the Ad Valorem capital projects listed can be changed, as long as the same total amount is used.

-J. Weir and S. Kimsey inquired about the \$65,000.00 budgeted for a new truck and how that was determined.

-TC Cooper explained that the Town Manager came into the Town Council Budget Workshop with a conservative ask of \$35,000.00 for a newer used truck. She explained that the general consensus of the entire Town Council was to allow up to \$65,000.00 for a new truck with a warranty. She further stated the Council decided that \$35,000.00 was to come from the Ad Valorem taxes collected; and \$30,000.00 was asked for over and above the budget to accommodate the purchase of the new truck.

-B. Brower stated that the original plan for Ad Valorem taxes were targeted for capital improvements that would benefit most residents, like, sidewalks, repaving...etc....

-TC Cooper also stated that the Town was also replacing the \$32,000.00 loss on County revenue, which only leaves \$30,500.00 for capital projects. She stated the residents need to understand this.

-TC Cooper stated that the current rumors and dissention regarding the millage rate is because most residents don't understand that it is the value of that revenue that is important. She stated that is the same for any municipality that implements these taxes. She stated it needs to be clarified that the 5 millage rate sounds aggressive, but the Town only has 750 residents to collect from and it will only bring in a small amount, compared to the same millage rate, for instance in Jacksonville, which would be millions more. She stated that \$62,500.00 is the value of a 5 millage rate in the Town of Penney Farms. She also stated that the accusation that the town staff are the only people benefitting from this Ad Valorem tax implementation is false.

-Chairman Sabin stated that it will take time to build up the reserves to finish some of the capital projects listed.

-TC Cooper stated that it is important to always refer to the Ad Valorem Tax revenue as capital for capital projects. She stated that it has been a point of contention when the revenue was referred to as a "cushion" or "reserves".

-TM Cooper stated that the ADA restrooms at the Town Hall will cost more than the \$7,500.00 initially asked for. He stated he has a quote for \$30,000.00 right now and will be getting two more quotes to accomplish this project.

-B. Brower stated he agreed that the ADA restrooms are a priority and will cost more. He stated the church ADA restrooms were \$80,000.00.

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*-Chairman Sabin stated that he will pull his report at the Council meeting and inform the rest of the Town Council that the finance committee will be reconsidering and revising the Over and Above items list and the Ad Valorem Revenue capital project list and will get the entire Town Council's input on the spending, at the February Town Council Workshop to avoid violating the Sunshine Law.*

*In addition, TC Cooper asked that the Finance Chairman to please, when he pulls his report, at the Council meeting to remind the other Town Council members that their individual requests given to the Town Manager need to be brought to the Finance committee first, before the money is spent.*

*-Chairman Sabin stated he would include this request in his comments.*

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*-TC followed-up with B. Brower's request for a comparison of the Clay County Utility Authority (CCUA) bills before and after the major sewer line and manhole repairs were made showing the differences. **(A copy of this 2 – page report was distributed).***

*- TC Cooper explained there is a 2017/2018 fiscal year cost sheet; and a 2018/2019 fiscal year cost sheet. She explained that Mr. Brower wanted to see how much the Town would have saved had the repairs been done earlier and also how much the Town has saved by doing the repairs.*

*-TC Cooper stated that based on the information provided, the total column all the way on the right shows the total gallons of water pumped for the Town and PRC; sewer that was sent to CCUA; and then the difference. The items in the parenthesis indicates the amount of infiltration that the Town has had for those months. She also stated that if there was an amount not in parenthesis, then there was no infiltration for that month. She reminded the committee that the Morton Street repairs were made in March of 2019 and that showed a positive significant change in infiltration. She also reported the lift stations which had never been cleaned out, were cleaned out in August 2019, and that also helped with the amount being pumped to CCUA. She stated that when the Town pumps more than what gets sent to CCUA, it is always a good thing.*

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*-TC Cooper also followed up on the request made by committee member S. Kimsey on staff salaries. She provided a salary explanation with some corresponding statistics. **(A copy of the 3 – Page Town staff Salary and Clay County Municipality statistics was distributed).** She said that there were negative rumors directed towards the town staff and the Finance committee needed to know the actual facts. She stated that her reports began the year the current town staff started with the Town, in 2014. She stated the staff has been accused of "fraud, abuse, and waste" in public meetings and she wanted to provide an accurate explanation. She stated that it was mentioned that the Town Manager's salary has increased 115%. She stated that is true, but the accusation was distorted. She stated that the Town Manager started working at only 25 hours a week, at a lower hourly rate and has since doubled those hours over a six year period, and received approved salary increases, during that time. She stated that she started working at 35 hours per week and those hours have increased, as well as her approved salary rates.*

*-TC Cooper stated that when an employee changes from part-time to full time and has a rate increase, those numbers significantly change, with the inclusion of Town benefits. She also stated these rate*

*increases are approved every year at the budget workshop, by the Town Council. She also stated that the percentage of increase for each employee varies based on the amount of their hourly rate and how many hours a week they work.*

*-TC Cooper reminded the committee that the Town Manager's salary contract was negotiated in 2017 by the finance committee and the Town Council, and that was a significant increase and was approved. She stated this has been a step by step process. She stated this was the year an official employee policy was created and implemented.*

*-TC Cooper informed them that a comment was made about the grant writer not receiving any raises and she explained, the grant writer was purely a volunteer when this Town staff began here, not receiving anything at all. She further stated the Town Manager implemented a salary for her, and the grant writer did not want the tax burden of anything more.*

*-TC Cooper also pointed out the other Clay County municipality's salaries in comparison to the Town of Penney Farms. The Town of Penney Farms has the lowest paid salaries in the county, which goes along with being the smallest community in the county. She stated that no one at this town office has ever complained about their salaries and benefits.*

*-TC noted that every other municipality in Clay County, with the exception of Keystone Heights that did not list their bookkeeper's salary, has a large Finance Director Salary also budgeted for. She noted the salaries of the other Town Managers are significantly more than our Town Manager's salary, who is also doing the job of an extra employee, right now. She noted that the Town Clerk salaries are competitive but her salary is still the lowest. See reviewed the comparisons of all the line items with the committee.*

*-TC Cooper stated that she loves her job and tomorrow night will be exactly six years of service for her. She stated that she can handle difficult meetings, but noted that the PRC administration and town residents do not understand the processes and that is a problem with getting the correct information out to the public.*

*-B. Brower confirmed he has heard the negative comments that the town clerk has presented.*

*-TC Cooper stated that the Town Manager and herself have put protocols in place from the beginning to avoid any accusations of improprieties. She stated they have worked very hard to earn the Town Council's trust, the committees trust; and the residents trust to prove that we are honest and competent people that are serving them.*

*-TC Cooper stated the dissention is not just here in the Town of Penney Farms, but it has reached the County level and the State level. She stated that there are local and state representatives that are attacking our Town Manager and myself, instead of listening to the concerns of the Town's needs. She stated it is embarrassing and makes the Town look bad.*

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*TC Cooper followed up on the additional request from S. Kimsey to avoid doing the manual colored reports. She stated that she has tried to come up with a report directly from Quickbooks, and hasn't found a good report yet. She stated that she is still working on a replacement for those reports, but this month the same colored reports will be distributed.*

*-B. Brower stated he is going out of town to visit his daughter who is an expert in Quickbooks and will look at coming up with a report to be used.*

*-TC Cooper stated that she is always willing to listen to the committee's suggestions and apologized for taking up so much time today, but wanted to follow up on all their requests.*

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***There being no further questions or concerns, a motion for the meeting to adjourn by S. Kimsey; second by J. Weir. Motion carried without dissent.***

Adjourned Time: 11:57am

The next Finance meeting is scheduled for December 16, 2019 at 10:00am.

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Chairman, Paul Sabin