

# RECORD OF PROCEEDINGS

Minutes of Moraine Foundation

Held January 23, 2025

**Call to Order at 6:37 PM.**

|                 |           |         |
|-----------------|-----------|---------|
| Teri Murphy     | President | Present |
| Donald Burchett | At-Large  | Absent  |
| Ora Allen       | At-Large  | Present |
| Mike Daugherty  | Ward 1    | Present |
| Dave Miller     | Ward 2    | Present |
| Shirley Whitt   | Ward 3    | Present |
| Jeanette Marcus | Ward 4    | Absent  |

**Staff Members Present:**

|                                        |                                         |
|----------------------------------------|-----------------------------------------|
| City Manager Michael Davis             | Law Director Martina Dillon             |
| Police Chief Craig Richardson          | Acting Finance Director Lora Perry      |
| City Planner Nick Sorice               | Public Information Officer Aaron Vietor |
| Build. & Zoning Admin. Brent Carpenter | Clerk of Council Karen Powell           |

Mrs. Allen moved to excuse Ms. Marcus and Mr. Burchett from the meeting.

**RESULT:** Passed (*Yes 5, No 0, Abstained 0*)  
**MOVER:** Ora Allen  
**AYES:** Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt  
**NAYS:** None  
**ABSTAIN:** None

**Approval of Minutes**

**Moraine Foundation meeting 09-08-22**

Mayor Murphy asked if there were any changes or corrections to the September 8, 2022, Moraine Foundation meeting minutes. Hearing none, the minutes were approved as submitted.

**Business**

**2024 End of Year Balances Report**

Mrs. Perry announced that a list of end of year balances per event in the Moraine Foundation Fund was attached in the packet. She commented that although not required, it is a good practice for the board to see what money is earmarked in each individual event. She explained although she is not prepared at this time to go into detail about each individual event, in the future she would like to bring a recommendation to the board about removing some of the one time events. She noted several grants were received that required 501(c)(3) distinction and that is why some of the events are listed. She stated the Fire Department has multiple events that could go under one event in order to clean up the list. She reported the total balance in the Moraine Foundation account is \$117,628.29.

Mr. Miller asked what is the Community Caretaker Event?

Mrs. Perry replied that is an event that was established anonymously by a former employee who donated money to be used for special circumstances.

Police Chief Richardson acknowledged that a former employee donated to the Community Caretaker Fund to give back to the community. He explained that many times when helping citizens or people traveling through Moraine, there are those who need immediate assistance.

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He noted that the Department cannot enter a purchase order request in the middle of the night to pay for a tank of gas, groceries, or some other immediate need. He informed Council that there is a secured spot in the Police Department that holds a small amount of cash from the Community Caretaker Fund. Chief Richardson explained that the amount of money spent is logged, receipts are given to the Finance Department, and the receipts are put through the Foundation. He said the money is replenished when needed, and he noted the funds are used selectively in dire need type situations. He stated written policies and practices were worked out with the former Finance Director, and the fund has been in existence for approximately a year.

**Create Line Item For Historical Celebration**

Mrs. Perry explained that before donations can be accepted for an upcoming event, the event has to be established within the Moraine Foundation Fund. She stated she and Mr. Vietor have been brainstorming creative ways to lessen the number of line items for future events. She noted this requested event line item would be for the 60th Anniversary Celebration for donations she is hoping the City will receive. She asked for approval to create the event and name it "Historical Celebrations". She further requested approval to establish an expense budget not to exceed donated amounts so that if expenses were greater than donations, City staff would have to come back to the board before those expenses can occur. She said language that has been used before is a blanket not-to-exceed amount, and then staff can begin without having to return to the board every time an expense is necessary. She also requested a decision regarding what the board would like to do with any monies left in the event fund once the event is over. Mrs. Perry reported that currently with annual events, the money stays in the fund, and with a historical celebration it could be 5, 10, or 20 years before the money is spent. She asked the board to decide either to leave those funds in the event in anticipation of a future event or to use the remaining funds to reimburse the City of Moraine for incurred costs. She noted for the 60th Anniversary event, personnel from Public Safety, the Street Department, and Parks and Recreation will also be involved so there will be a cost to the City. She remarked that remaining funds can be handled either of those ways and has been done both ways in the past. She added she would like the board to establish that from the beginning so there is no question in the future what should or should not happen with left over funds. She stated the City of Moraine has provided money to the annual budget to help cover the possibility of a shortfall in donations. She added if donation amounts were exceeded, those funds could reimburse the City budget. She reiterated she would like to establish up front the name of the event, the not-to-exceed budget language, and instructions on how to handle surplus monies.

Mr. Davis said establishing an event name that is a little more generic is for the purpose of being able to utilize the funds in the future.

Mrs. Whitt commented as long as the signage for the 60th Anniversary states the 60th Anniversary, she is fine with the generic name.

Mr. Davis said Mrs. Perry has given the City the ability to pull funds from that line item in the future.

Mrs. Perry clarified when the 50th Anniversary celebration account was closed, money was still in that budget.

Mayor Murphy commented that the Heritage Festival line item still has \$2,000.00 listed.

Mrs. Perry pointed out that the Heritage Festival, an event that has not been offered in many years, is still listed. She stated in the Parks and Recreation Plan there were suggestions of having an annual festival or a festival every couple of years. She said that could be something that could be renamed. She said the City has to be careful when changing donations because if

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someone donated for a specific event like Slash Moraine, that money cannot be used for the 4th of July. She said she believes there are duplicate line items that can be cleaned up.

Mayor Murphy stated she thinks creating a line item for Historical Celebrations is a good idea.

Mr. Davis confirmed that it is the Council's preference to leave any remaining money in the fund for future similar events.

Mr. Daugherty agreed with leaving funds in the Historical Events Fund, providing a blanket not to exceed statement, and creating a general line item for those types of events.

Mayor Murphy moved to accept the 2024 End of Year Financial Report and to approve the three requests: titling of the event Historical Celebrations, applying the proposed not to exceed donations budget language, and utilizing remaining monies after an event for other events.

**RESULT:** Passed (*Yes 5, No 0, Abstained 0*)  
**MOVER:** Teri Murphy  
**AYES:** Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt  
**NAYS:** None  
**ABSTAIN:** None

Other Business - None

Adjournment at 6:50 PM

Mayor Teri Murphy

ATTEST: Clerk of Council, Karen Powell