

NOTES OF COUNCIL MEETING

August 16, 2012

(Subject to Approval at the September 4, 2012 Meeting)

CALL TO ORDER

Attendance

Roll Call

Mayor Thomas D. Leasor called the special council meeting to order in the Conference Room at City Hall, 210 West Washington at 6:00 p.m. Roll call was then taken and attending the meeting were Alderman Ward Two Craig Kase, Alderman Ward Three Jarrett Dace, Alderman Ward Two Jason Alexander, Alderman Ward One Tony Wessler, and Alderman Ward One Mike Ryan, Jr. Alderman Ward Three Dennis Watz was unable to attend. Also attending were City Administrator J.T. Hardy and City Clerk Jan Koch.

PURPOSE OF SPECIAL MEETING

Meeting Purpose

Several items were scheduled for discussion at the special meeting which included a rental subsidy claim from Jim & Laura Sauberan, a review of the Fiscal Year 2012 budget, and a review of the proposed budget for Fiscal Year 2013.

Sauberan - Rental Subsidy Claim

Sauberan Rental Subsidy

The airport property real estate contract with Katharine B. Sander, the surviving spouse of Roy O. Sander, executed per Ordinance No. 3485 on September 20, 2011 contained a clause for a relocation benefit. Mrs. Sander was the owner but leased the property to James & Laura Sauberan. Laura is Katharine's sister and was renting the property at \$300 per month which included utilities. The most comparable replacement housing unit was \$850 for rent & utilities. The displacees qualify for the maximum amount of \$15,540. This amount is 90% grant reimbursable. Following some discussion on computations performed by the Missouri Department of Transportation, Alderman Dace made a motion to approve payment in the amount of \$15,540 payable to James & Laura Sauberan. Alderman Alexander seconded the motion and it carried unanimously.

Excavation Permits

Excavation Permit Fees

The city currently has two different excavation permits: streets or alleys. The street excavation permit is \$125 but doesn't cover the cost of repairs. The city building department recommended changing the permit fee to \$200 in order to cover material costs associated with the excavations. An excavation permit for an alley is \$2 which also doesn't cover costs. It was recommended to increase this permit to \$25. Following a brief discussion, it was the general consensus to change the permit fees as recommended. Alderman Dace offered to sponsor the ordinance for adopting same.

Library Memo of Understanding

Library Memo

The Sullivan Public Library drafted a *Memorandum of Understanding* regarding use of the library building. Some discussion was held with no action being taken at this time.

City's New Website

Website Development

Administrator Hardy presented a preview of the city's new website which will allow city staff to make changes to page content, add pictures, post FAQ's, create and archive various document categories, create survey forms, implement an events calendar, automate activation/expiration of content, maintain a business directory and integrate with *Facebook* and *Twitter*.

Credit Card Inquiry
City Credit Card
Mayor Leason noted that recently an employee was reimbursed for using a personal credit card for a city-related purchase. He requested an investigation on acquiring a city credit card. He stated that his own employer has a credit card — in the name of the Franklin County Sheriff and is administrated by a clerk in the office and overseen by Sheriff Toelke.

BUDGET WORKSHOP

Budget Overview
Fiscal Year Review 2011-2012 & Proposed FY 2012-2013
City Administrator J.T. Hardy gave a brief overview of the basics and purpose of budgeting that included a general review of governmental funding principles. Projections indicate that the ending balance for FY 2012 in the General Fund should be a positive figure. He noted that one more month remains for both revenues & expenditures, but unless some unexpected expenditures occur, the General Fund should end in a small, but positive number for the first time in recent years.

MAMU Loan & WWT Plant Construction
MAMU Loan - Water & Wastewater Treatment Plant
Currently, there is \$339,404.59 remaining in the MAMU WWT Plant Fund. The city has three options for use of the remaining money: 1) The funds can be used to pay down principal. However, the prepayment penalty would be approximately \$80,000; or, 2) The funds can be used as credits against monthly lease payments; or, 3) Complete the construction of the two remaining concrete basins with necessary equipment for operation. The estimated cost is around \$1 million. While the MAMU money would cover roughly a third of this expense, the remainder (approximately \$700,000±) should come from the Water & Sewer Fund. Some discussion was held about sludge removal and how the additional cells, i.e., basins, could would enhance the process, in the long run, both financially as well as environmentally. Discussion ensued with the general consensus reached to proceed with construction of the two remaining basins.

Vacation Buyout & Budgeting
Vacation Buyout & Budgeting
The *Personnel Policy* allows vacation not used during the fiscal year to be carried from one fiscal year to the next with a maximum carryover of eighty (80) hours; or, to receive a lump sum payment in the amount equal to the unused vacation earned at the end of the fiscal year. The City Clerk is authorized to release the fiscal year end buyout of unused vacation on the last pay period in September. City Administrator J.T. Hardy stated that budgeting for the buyout is nearly impossible due to the number of employees, hours involved, along with the flexibility of rolling the vacation time over into the next fiscal year. Some discussion ensued with the general consensus reached to change the *Personnel Policy* to release the fiscal year end buyout of unused vacation on the first pay period in October. It was agreed that this method should be more conducive from a budgetary standpoint. Staff will prepare the policy change for Board action. The October buyout will begin in 2013.

Fiscal & Budget Policies

Internal Service

According to the city's *Fiscal & Budget Policy*, Sullivan Municipal Utilities incurs

PILOT & SMU
Adjustments
City
Administrator

administration and city engineering costs that are shared between governmental and enterprise funds. These costs are to be reimbursed by the other funds to the general fund from which they were expended. However, City Administrator costs are not included. Following some discussion, it was the consensus that the Administrator's should be included. Staff will prepare a policy change for Board action.

Cost-of-Living Pay Increase & Budget

Cost of Living &
Budget Impact

A rather lengthy discussion ensued on pay increases and merit increases and the role they play in the budget. This discussion included the pros & cons of percentage increases versus one-time pay increases. Following much discussion, it was the general consensus not to budget any merit increases. It was also the general consensus to budget a one-time pay increase of \$1,000 for each full-time employee and \$300 for the two part-time custodial positions. This payout will occur the second pay period in November 2012.

Parks &
Recreation
Structure

Parks & Recreation Department

The future of the Parks & Recreation Department structure was discussed. It was the general consensus that more discussion be deferred to a later time. In the meanwhile, the Board generally agreed to compensate Parks Department foreman Dave Wall for the extra duties he's assumed. He currently is a Grade 12-3 (\$18.58/hour). Alderman Dace made a motion to temporarily increase the pay of Dave Wall to Grade 12-7 (\$20.91/hour) with an effective date of the next pay period (August 22, 2012). Alderman Ryan seconded the motion and it carried unanimously.

D.Wall
Temporary Wage
Increase

(Note: at approximately 9:20 p.m., Alderman Dace left the meeting.)

General Fund

Budgeted Items

Plants & flowers were budgeted for public grounds in the amount of \$500. Some discussion was held on the request for new citywide surveillance cameras, police parking lot repairs, and a new police HVAC unit. An additional police investigator was discussed but not budgeted. Contracted service for grass cutting was budgeted for \$1,100. Another position for Code Administration was discussed but not budgeted.

New sweeper brooms were budgeted for the Street Department in the amount of \$3,000. A new mower for the Airport was budgeted in the amount of \$12,000 and one for Parks & Recreation was budgeted for \$13,500 (bagger attachment included). A pulverizer for \$3,100, a utility vehicle (\$8,750) was not budgeted but an ID/pass printer for \$2,400 was budgeted. Fireworks were discussed and the \$5,000 unused from Fiscal Year 2012 was reappropriated for FY2013.

Contracted services for buffing & waxing the Community Center floor was reduced from \$3,000 to \$1,000 for materials (work to be done by Parks staff). The Skating Rink budget included roof repairs and bathroom upgrades in the total amount of \$5,500. Ball Park maintenance budget of \$1,800 was for grandstand roof repair.

City Lake
Pavement

Paving the city lake trail was budgeted in the amount of \$55,000 out of the Capital Improvements Fund.

Motor Fuel Tax

Motor Fuel Tax A police car was budgeted in the Police Department out of Motor Fuel Tax Fund (\$27,000). A new street paver for \$60,000 was budgeted along with a trailer for \$12,000.

Sullivan Municipal Utilities

SMU Collector Some discussion was held on increasing the compensation of the City Collector's position to Salary & \$40,000 but no action was taken. It was noted that this is an elected position and the increase Election would have to be passed by ordinance prior to filing for office but wouldn't take effect until after the April 2013 election.

New software for the Engineering Department was reviewed for an amount of \$8,300 which is an online grant management system. A new printer for engineering in the amount of \$18,000 was also discussed. Both items were not budgeted at this time, pending more information.

Solid Waste Fund

Mulch Grinding The amount for grinding mulch was budgeted at \$21,600. The grinding becomes necessary when space is limited due to leaf dumping & brush hauling at the compost site.

Next Budget Meeting

Next Workshop The next budget workshop was scheduled for August 21, 2012 following the regular council meeting.

Ordinance - Weeds, Rank & Noxious Plants

25-Foot Distance Alderman Tony Wessler asked about the update to City Code 215.040 proposed at a previous council meeting for a change that updated the definition of weeds in excess of ten-inches and Weeds & rank & noxious plants. An exception was offered which would allow weeds and/or vegetation Noxious Plants to grow to any height on a lot or tract of ground as long as they were a distance of 25-feet from all property lines and structures. At that time, it was the general consensus to seek citizen input before adopting the change. Some discussion ensued with it being generally agreed that enough time has lapsed for input. Alderman Wessler stated he would sponsor the ordinance for the change. This will be presented at the September 4, 2012 council meeting.

North Loop & Woodview Study

Flood Study An invoice from Cochran Engineering in the amount of \$5,840 for an engineering study involving the flood elevation of the Winsel Creek area in relation to North Loop was discussed. N. Loop Area The additional work was approved (per Ordinance No. 3223 passed on 2/19/2008) but was not Cochran Invoice to exceed \$28,500. It also included topos, property & utility survey work for the extension of Alden Drive. An additional \$3,000 was recently invoiced for more work done. Some discussion ensued with the general consensus to process the invoice once the work has been completed. This was budgeted for FY2013 in Capital Improvements as a continuation of the Phase 3 North Loop Project.

ADJOURN

Being no further business at this time, Alderman Kase made a motion to adjourn. Alderman Ryan seconded the motion and it carried unanimously. The meeting adjourned at approximately 10:30 p.m.