

JUNE 25, 2024

A SPECIAL CITY COUNCIL MEETING was called to order by Mayor Randall Hibberd at **5:30 PM** with the following present:

ROLL CALL: **5:34:56 PM**

PRESENT: Herb Haun, Larry Hogg, Sterling Blackwell, Marg Chipman and Katie von Brethorst.

ABSENT: Mike Hopkins

STAFF: Randall Hibberd, Natasha McDaniel, Mike Campbell, Carl Smith, Ron McDaniel, Bill Taylor, Lonnie Chambers and Sherri Breaux.

GUESTS: None.

DEPARTMENTS TO PRESENT BUDGET ITEMS FOR FY2025 – Action Item. 5:35:25 PM

Mayor Hibberd prepared and reviewed a worksheet showing where we at so far in the FY2024 Budget. With anticipated revenue and expenses the anticipated net revenue is \$356,813.00.

GENERAL FUND: 5:37:54 PM Pages 1-8.

Mike Campbell, on all the Tax Revenue a 3% increase plus 1% forgone are added in.

Property Taxes:

01-311.00-00, increase \$53,430.00 to \$1,499,565.00.

Licenses and Permits: 5:39:15 PM

01-321.00-41 Gas Franchise, increase \$15,000.00 to \$45,000.00.

Intergovernmental Revenues: 5:39:32 PM

01-375.00-22 Parks Department Grant, \$120,000.00 (\$85,000.00 Blue Cross Foundation + \$35,000.00 LOR).

01-375.00-01 State Revenue Sharing, decrease \$116,861.00. Mike Campbell explained the decrease.

Community Center Lease: 5:42:27 PM Page 2

01-354.00-00 Vendome Center Rentals, no change, \$19,500.00.

01-354.00-50 Vendome Monitor Receipts, no change, \$10,000.00.

Mike Campbell explained that he left these numbers the same until he has a full year of data since Council made the change in management and rental fees.

Transfers From Other Funds: 5:43:24 PM Page 2

01-390.08-48 Transfer from Capital Maintenance, decrease \$20,000.00 to \$50,000.00.. Using these

- funds in other places. It will be noted as we continue to review this draft budget.
- .30-48 Transfer from Water Fund, back to \$70,000.00.
 - .31-48 Transfer from Electric Fund, back to \$70,000.00.
 - .32-48 Transfer from Garbage Fund, back to 70,000.00.
 - .33-48 Transfer from Sewer, back to \$70,000.00.

Mike Campbell explained that we are putting the Administration Employees back into the department budgets as it works better for the audit.

Mayor And Council Department: 5:44:25 PM Page 3

Mike noted that he left the S.R.E.D.A. dues (-48), Rose Advocates (51), Economic Development (-52) and W.I.C.A.P. (-53) in this budget with the amounts the same as last year. Council can remove or change these amounts as desired.

01-411.00-48 Dues- S.R.E.D.A. Larry Hogg informed Council that the standard fee for municipalities is usually \$1.00 per inhabitant. Council agreed to have Mike add \$4,000.00 to this line item, the impact will be reviewed again at the next budget meeting.

General Administration Department: 5:49:09 PM Page 3

01-415.00-11 Personnel Services, decrease \$138,147.49, moved wages for personnel back to the department budgets. This is reflected through line -28 Unemployment Insurance.

Police Department: 5:50:11 PM Pages 3-4 **Carl Smith**

Police Chief Carl Smith. noted that there would be some changes from Mike's numbers as he and Mike were unable to talk beforehand.

- 01-422.00-19 Overtime & Sickleave, back up to \$30,000.00.
- 32 Operating & Special Department Supplies, increase \$5,000.00. Lexipol, police policy, Axon Videos, body worn cameras and Tazer cost increases.
- 61 Repair & Maintenance – Auto, increase \$5,000.00. By not asking for any new vehicles this year and adding a new officer, anticipate this line item to go up.
- 63 Other Purchased Services, increased \$4,500.00. I.T. Services and equipment.
- 64 Dispatch, increase \$33,704.00. Increased Dispatcher wages.
- 79 Police Grant, \$35,000.00. New line item to funnel grant money in and out.

Fire Department: 5:57:44 PM Pages 4-5

01-423.00-32 Operating & Special Department Supplies, increased to \$270,729.00, we narrowed this budget down to one line and added the 3% annual increase.

Building Inspection Department: 5:57:53 PM Page 5

01-424.00-11 Personnel Service, increase \$3,840.47. 3% Cola and step increase.

Animal Control Department: 5:58:09 PM Page 5 **Carl Smith**

01-427.00-11 Personnel Services, \$48,321.00. 3% Cola and step increase.

01-427.00-79 Animal Control Grant, \$35,000.00. New line item to run grant money through.

Police Chief Carl Smith noted that since they are not asking for any vehicles this year, they will probably have to ask for three vehicles next year.

Park Department: 5:59:00 PM Page 6

01-438.00-11 Personnel Services, decrease \$35,820.05. We went to contract company to mow parks.

-35 Gas & Oil, decrease \$2,000.00.

-59 Repair and Maintenance-Ground, increase \$39,450.00.

01-79 Parks Department Grant, \$137,600.00. Mike noted that \$17,600.00 of this should have been placed in the Recreation Budget so he will move it there for next budget meeting.

Swim Pool Department: 6:00:13 PM Page 6

01-439.05-76 Other Machinery and Equipment, \$10,000.00. Mike noted that it has been difficult to find a Lift Chair, but he just received a bid for one installed today so this may come off.

Vendome Maintenance: 6:00:31 PM Pages 6-7

01-440.09-48 Transfer to Recreation Department for Wages, increase \$3,740.00. Ken Anderson does a lot of work at the Vendome now and Jhonna Eldridge does the Vendome books.

Special Events: 6:00:56 PM Page 7

01-490.00-64 Small Business Grant, decrease \$300,000.00. Split up those \$35,000.00 grants throughout the General Fund.

Building Maintenance Department: 6:01:27 PM Page 7

01-491.00-72 Building Improvements. No change, \$10,000.00. New carpet for Council Room.

Shop Department: 6:01:53 PM Page 7

01-493.00-11 Personnel Services – Shop. Increase \$6,586.00, 3% Cola and step increase.

Stores Department: 6:01:53 PM Page 7

01-499.00-11 Personnel Services. Increase \$9,209.60, 3% Cola and step increase.

Net Total GENERAL FUND: (\$658,440.00-) deficit.

LIBRARY FUND: 6:02:10 PM Pages 9-10.

Mike Campbell explained that he used Forgone to balance the Library Fund Budget then was told he could not do that, therefore:

03-311.00-00 Taxes will now be \$157,326.00.

Net Total LIBRARY FUND: (\$10,414.00-) Fund Balance.

STREET FUND: 6:02:44 PM Pages 11-12 Ron McDaniel.

Miscellaneous Revenues:

04-385.00-00 Miscellaneous Receipts, went from \$20,000.00 to \$61,000.00. That \$41,000.00 increase is the match for the Sidewalk Grant.

Street Fund Expenditures:

04-431.01-42 Professional Services, increase \$41,000.00. To engineer the Park Street Sidewalk Project from Park School to the Soccer Complex and up W. 9th Street to the Forest Service Building, which is Park School's emergency route.

-75 Pathway Grant Projects, \$250,000.00. Mike Campbell added that we may receive another grant so this item could double.

-72 LHTAC Grant, not funded at this time. Mike Campbell, it will be a fund balance use, but we have received that money in grants.

-79 Projects, increase 76,649.54. State revenue is up.

04-431.03-11 Personnel Services-Street Light, decrease \$32,654.40 to \$43,952.00. Pat Malay retired.

Net Total STREET FUND: \$0.00. Balanced Budget.

TORT FUND: 6:07:03 PM Page 13

Mike Campbell, we have been drawing the Tort Fund down to where it should be, we now have to balance this budget.

Property Taxes:

05-311.00-00 Taxes, \$108,813.00. Mike Campbell, the cost of property insurance went up to \$202,147.00 so the difference will be covered by the other departments. It is reflected in line item -46 Liability Insurance as we review the budgets.

Net Total TORT FUND: \$0.00. Balanced Budget.

CAPITAL MAINTENANCE FUND: 6:09:25 PM Page 14.

Mike Campbell, this has not changed for a very long time, after talking to AIC they OKed the following:

Department 432:

- 08-342.00-70 Rehab City Hall Roof, \$40,000.00.
- 71 City Hall Back Up Generator, \$38,000.00.
- 72 Rehab Library Roof, \$40,000.00.

Net Total CAPITAL MAINTENANCE FUND: (\$113,000.00-)

RECREATION FUND: 6:11:51 PM Pages 15-16.

Mike Campbell explained that he used Fund Balance to balance the Recreation Budget. There are no changes in this budget except for personnel services and the cost for referees.

- 09-439.00-11 Personnel Services, increase \$9,361.25. 3% Cola and Steps.
- 12 Assistants, increase \$5,000.00. Increase cost for referees.
- 32 Operating & Special Dept Supplies, increase \$6,394.77.

Net Total RECREATION FUND: (\$17,600.00-) deficit.

Mike Campbell noted that this is because of the grant we received. If we can't go over the 8% we will be adding \$4,083.00 to that deficit. Mayor Hibberd explained that the \$17,600.00 is from a LOR Foundation Grant for sports equipment.

AIRPORT FUND: 6:13:35 PM Page 17.

Mike Campbell, the Airport's Budget is balanced based on the \$53,560.00 that we get from the County. This year we are working on rehabbing that T-Hanger and using up the \$60,000.00 in ARPA Funds.

Net Total AIRPORT FUND: \$0.00 Balanced Budget.

WATER SERVICE FUND: 6:14:16 PM Pages 18-19 Bill Taylor

- 30-346.00-00 Water Revenues, increase \$27,500.00 to \$1,402,500.00. This reflects a 4% increase in usage fees.

Bill Taylor explained that this 4% usage increase correlates to about a 2% increase in overall income because half of their income is from base rates. Bill then reviewed the Water Department Budget.

- 30-434.00-32 Operating & Special Department Supplies, increase \$11,560.00. Increase in chemical costs and the new lead and copper rule from the Federal Government.
- 42 Professional Services, decrease \$15,000.00.
- 43 DEQ Connection Fees, increase \$584.00. \$4.00 per connection.
- 46 Liability Insurance, increase \$11,790.00. For Tort Fund.
- 47 Travel & Meeting Expenses, decrease \$1,500.00. Dropping this line item down and adding it to Personnel Training and Annual License Renewals.
- 48 Dues Subscriptions & Memberships, increase \$500.00. From (-47).

- 49 Personnel Training, increase \$1,000.00. From (-47).
- 51 Telephone & Alarm, increase \$500.00. Replacing antiquated signal hopping radio's used to monitor and transmit water levels in water reservoirs to plant. Now uses cell phones.
- 52 Utilities, increase \$4,000.00.
- 61 Repair & Maintenance – Auto, increase \$1,000.00.
- 73 Non-Building Improvements, increase \$5,000.00. New water meters (\$200.00 each) we swap out 40-50 meters per year. A 6 inch water meter (\$6,000.00) for the new RV Park. Plus \$100.00 for an ERT for every new meter.

6:18:34 PM - Bill Taylor explained that currently our ordinances do not have a tap fee or base rate for meters over 3 inches. This is something we will be discussing in the next few months.

- 76 Other Machinery and Equipment, decrease \$47,000.00. Paid for Loader last year.
- 79 Construction Projects, increase \$186,221.80. Bore under railroad tracks on W 9th to tie into the 10 inch line that runs out County Road 70 to the city limits.

30-434.01-86 American Relief Plan Act, zeroed out. Reservoir #1 Project complete.

Net Total WATER SERVICE FUND: (\$250,000.00-) Fund Balance.

ELECTRIC SERVICE FUND: 6:30:12 PM Pages 20-21.

Mike Campbell noted that we are not asking for a rate increase on electric yet because we are doing a Rate Study to see where we are at.

- 31-348.00-00 Electricity Sales, increase \$30,000.00. New Subdivisions.
 - 11 Personnel Services, increase \$74,309.20. 3% Cola and Step increases.
 - 46 Liability Insurance, increase \$8,025.00. For Tort Fund.
 - 72 Pole Yard Building Upgrade, increase \$63,500.00. To build another Pole Yard Building to house their trucks. Streets will then use Boyer Building to house some of their equipment.
 - 78 Solar Feasibility Study, \$150,000.00. Solar Farm Possibility.
- 31-436.01-76 New Truck/Digger, \$55,000.00. To purchase F-250 Pick-up.
 - 79 Electric Department Grant, \$100,000.00.

Net Total ELECTRIC SERVICE FUND: (\$205,000.00-) Non-Recurring Fund Balance.

GARBAGE COLLECTION FUND: 6:42:53 PM Pages 22-23.

Mike Campbell, currently the garbage rate is \$14.50 per month but due to the significant increase in the cost of new garbage trucks and the operation costs for two trucks, I will be asking for a 13.8% increase for both residential and commercial users. Residential rates will increase by \$2.00 per household per month. The last garbage truck we purchased was \$290,000.00, they are now \$375,000.00. Discussion followed. Mike stated that there is no way one truck could keep up, our volume is enough to justify two dumps per week. A question about recycling came up, Mike explained that right now recycling costs more than production.

- 32-345.00-00 Garbage Revenue, increase \$82,450.00 to \$597,450.00. 13.8% increase.
- 32-436.00-46 Liability Insurance, increase \$10,603.00. For Tort Fund.
- 32-436.00-76 Purchase New Garbage Truck, increase \$369,199.99. Purchase new truck to replace the 2006 Truck.

Net Total GARBAGE COLLECTION FUND: (312,724.00-) Fund Balance.

Mike Campbell, the 13.8% increase will make up the difference. With this increase, if things stay the way they are, we should be about \$80,000.00 to the positive every year. This still puts us a little behind in saving for the next truck. I would like to re-look at this in a year and maybe we get to a 4 or 5% annual increase instead of 13.8%. This is going to cut into the fund balance significantly this year. Discussion followed. Mike added that the cost of a 300 gallon garbage can has gone up from \$270.00 to almost \$400.00. Small cans had went from \$75.00 delivered to \$98.00 last time he looked.

Clerk McDaniel added that we will also have to have cans for the houses in the new subdivisions. Mike added that the 13.8% increase will have to go to a Public Hearing. I would like to have a Rate Study done, to have a professional explain the need for the increase. With the Water, Sewer and Garbage increases, the average householder will see a \$4.00 to \$6.00 increase in their monthly bill. More discussion followed.

SEWER FUND: 6:52:38 PM Pages 24-25 Lonnie Chambers

- 33-347.00-00 Sewer Revenues, increase \$25,400.00. 4% Increase.
- 33-435.00-32 Operating & Special Department Supplies, decrease \$20,000.00. Created Lab Testing line item.
 - 40 Lab Testing, \$20,000.00. New line item.
 - 42 Professional Services, increase \$20,000.00. Engineering to update 1953 Main Lift Station.
 - 46 Liability Insurance, increase \$12,625.00. For Tort Fund.
 - 47 Travel & Meeting Expenses, increase \$500.00. Travel and Housing to go to classes.
 - 48 Dues Subscriptions & Membership, increase \$500.00. License renewals.
 - 49 Personnel Training, increase \$500.00. Classes.
 - 51 Telephone & Alarms, increase \$500.00.
 - 62 Repair & Maintenance – Other, increase \$20,000.00. Replace 35+ year old wet-well motor.
 - 76 Other Equipment, increase \$25,000.00. Pick-up ordered last year. Camera, lap top and box car trailer to locate customer service taps as required by a new Federal Law requiring us to locate the customers service tap whenever we do a line locate.
 - 79 Projects, increase \$44,077.92. Commercial Street Pipe Replacement.
 - 80 Depreciation Expense, increase \$60,000.00. Put back into budget, for Sewer Plant.
 - 81 Bond-Principal, increase \$3,615.68.
 - 82 Bond-Interest, decrease \$3,229.88.

Net Total SEWER FUND: (145,000.00-) Fund Balance.

Discussion followed concerning Public Hearing for proposed increases in Water and Sewer usage fees

and Garbage rates. Mike Campbell recommended that if we do more than a 5% increase in any fund, that we do a Rate Study. Clerk McDaniel agreed. Discussion continued.

Mike Campbell, I just need to know if Council wants me to go forward with adding in everything that was asked for.

7:23:19 PM

Motioned by Sterling Blackwell and seconded by Marg Chipman to authorize Mike Campbell to prep the FY 2025 Budget including the additions discussed today.

ROLL CALL VOTE:

AYES: Marg Chipman, Larry Hogg, Sterling Blackwell, Herb Haun and Katie von Brethorst.

NAYES:

ABSTAINED:

MOTION CARRIED.

CONSIDER THE USE OF 1% OF FORGONE – Action Item. 7:23:55 PM

Mike Campbell, Council needs to approve the use of 1% or \$21,603.00 of Forgone in the FY2025 Budget. This is an O & M Expense so we can use 1% of the \$104,000.00 that we have yearly for the O & M. When you don't use taxes, and you can use that every year, if you have a big purchase you can use up to the 8% max. We used the 1% to balance some of the other budgets as much as we could. If we don't use it, it just sits in there. We don't have to use it, but there's nothing that says the State can't say, the Forgone is all gone. At the last meeting I went to they asked us if we wanted to risk losing our \$104,000.00. Mayor Hibberd, the Legislature has been very unpredictable lately. Discussion explaining what Forgone is followed.

Motioned by Sterling Blackwell and seconded by Larry Hogg to approve the use of 1% Foregone.

ROLL CALL VOTE:

AYES: Sterling Blackwell, Katie von Brethorst, Herb Haun, Marg Chipman and Larry Hogg.

NAYES:

ABSTAINED:

MOTION CARRIED.

CONSIDER REMAINING 30 POLICIES – Action Item. 7:28:28 PM

Clerk McDaniel asked Council how they wanted to proceed, then opened it up for any questions they had on any of the thirty polices. Discussion followed about the Performance Review Policy. Clerk McDaniel explained that an evaluation is a positive discussion about employee performance. It comes with coaching and all in a very positive manner. Supervisors will be trained in coaching and mentoring so that all of the supervisors will be on the same page on how to be a productive evaluator. As was mentioned, nothing in an evaluation should ever be a surprise to the employee because any problems that arise the employee will be coached through it to make them the best employee possible.

7:41:55 PM – City Clerk Natasha McDaniel noted that the Titles of all (30) Thirty Policies need to be included in the motion. Clerk McDaniel then read into record the titles of all 30 Policies before the Council tonight:

1. Animals & Pets in the Workplace Policy.
2. Americans with Disabilities Act (ADA) Policy.
3. Personal Liability Policy.
4. Police Department Equipment Provided Policy.
5. Employee Travel Policy.
6. Employee Categories and Classifications Policy.
7. Time Reporting & Payday Policy.
8. Equal Pay Prohibiting Wage Discrimination Policy.
9. Background Check Policy.
10. Break Time for Nursing Mothers Policy.
11. Pregnant Workers Fairness Act Policy.
12. Religious Accommodation Policy.
13. Disabled, Recently Separated or Other Protected, & Armed Forces Service Metal Veterans Policy.
14. Pay Transparency, Non-Discrimination Policy.
15. Economic Conditions & Pay Rate Change Policy.
16. Reference Checking Policy.
17. Employee Dating Policy.
18. Appointed Personnel Policy.
19. Recall After a Layoff Policy.
20. Voluntary Demotion Policy.
21. Transferring Employees Policy.
22. Promoting Employees Policy.
23. Notice of Plans to Terminate Policy
24. Employee Polygraph Protection Act (EPPA) Policy.
25. Performance Reviews Policy.
26. Life Insurance and Accidental Death & Dismemberment Benefits Policy.
27. Employee Assistance Program (EAP) Policy.
28. COBRA Benefit Policy.
29. PERSI Benefit Policy.
30. Unemployment Compensation Benefit Policy.

Motioned by Marg Chipman and seconded by Sterling Blackwell to approve the (30) City Policies as listed by Clerk McDaniel.

AYES: Herb Haun, Larry Hogg, Sterling Blackwell, Marg Chipman and Katie von Brethorst.

NAYES:

ABSTAINED:

MOTION CARRIED.

ADJOURNMENT – Action Item. 7:43:36 PM

Motioned by Larry Hogg and seconded by Katie von Brethorst to adjourn.

THIS SPECIAL CITY COUNCIL MEETING WAS ADJOURNED AT 7:43:45 PM

Randall Hibberd, Mayor

Natasha McDaniel, City Clerk