

**SAVANNAH CITY COUNCIL
SPECIAL MEETING
AUGUST 6, 2013
CITY HALL CONFERENCE ROOM
7:00 P.M.**

Mayor Connie George presiding.

Purpose: Special meeting was held to establish the 2014 budget.

Council Members present: Don Dillman, Greg Wilson, John Parker, and Joy Thompson. Mayor Connie George, Interim City Administrator Bruce Lundy, City Attorney Emily Bauman, City Clerk Beth Kar, Fire Chief Tommy George, Public Director Kenny Lance, Water Superintendent Dale Watson, Wastewater Superintendent Jason Long, Golf Course Manager Mark Christopher, and Parks Manager Donnie Knorr were also present. The meeting notice was posted at City Hall on August 2, 2013. The meeting was audio recorded.

2014 Budget Discussion -- City Clerk Beth Kar asked Council if after discussing each section on the agenda, a motion could be made to approve the requests with any changes. At the end of this meeting Council will schedule the next meeting to go over the updated preliminary budget.

Department Capital Requests:

To start the budget process, each department supervisor is to submit a list of what the City calls "Capital Requests." These are items not part of regular maintenance and generally over \$1,000. Each supervisor presented his list of Capital Requests for Council's review.

City Hall/Administration -- City Clerk Beth Kar presented the list for City Hall/Administration. Council discussed the weather radios and notification systems. Notification systems will send out text messages to phones on a variety of topics including weather alerts. City Administrator Bruce Lundy will check with the school, United Electric and other organizations for notification systems.

Police – Chief David Vincent presented his list of Capital Requests. City Administrator Bruce Lundy plans to apply for several MIRMA grants for the police and other departments. For those items such as the in-car video system, if the City receives the grant, then the Police department will be able to purchase two of the items for the price of one. St. Joseph Police Department had surplus equipment including new gun racks so they donated four racks to Savannah. As a result the department will lower the amount of racks on their list. Only one Taser is in the budget. However, the department will look at grants for obtaining more. John Parker would like the department to apply for grants for the highest number of Tasers.

Fire – Fire Chief Tommy George described how some of his requests have a shelf life like foam and need to be replaced periodically. He recommended that the City keep setting aside his \$30,000 sales tax allotment until the City is ready to finance another fire truck.

Street – Public Works Director Kenny Lance provided his requests including a \$30,000 flatbed truck. The cost will be split between the four departments which use it: street, water, wastewater and golf. The City will try for a MIRMA grant for the traffic cones on his list.

Parks – Park Manager Donnie Knorr talked about maintenance costs and that his department will have no capital requests for 2014. He plans to budget for a mower in the next budget year: 2015. Joy Thompson asked about Duncan Park lights. A new system is estimated at \$150,000. If the Parks had the money, it would be at top of list. Greg Wilson asked if the Parks could look for a lights grant. City Administrator Bruce Lundy will follow up. This past year a lot of the Parks money went toward renovating the pool. The last soccer field payment is in 2014.

Water – Water Superintendent Dale Watson covered his request list. His number one request is painting the Savage Water tower. He hopes to have it scheduled for this fall or next spring. He increased a few of the requests that have been carried over from the 2013. He bumped up the cost to \$150,000 and the portable generator to \$48,000. The Ground tank and maintenance on 3 wells was done this year. Watson asked to change the maintenance testing for Number 2 high service pump to \$5,000 and change lagoons to \$60,000. He said it is better to do two lagoons every two years because of the mobilization so it can bid it a little cheaper. John Parker asked about problems last time with the company getting its equipment out there. Watson commented they could add rock to the levees. On old plant closure, the City needs the Department of Natural Resources (DNR) to sign off on the lagoons and possibly sell metal for scrap. The question arose: does DNR need to approve anything before the City can sell off metal? Watson will check with Phoenix Engineering who provided plant closure document. Council would like to find out what the process and steps would be on final plant closure.

Wastewater – Wastewater Superintendent Jason Long reviewed his requested items. He recommended \$12,000 for professional services from WETRPM to help stay in compliance with DNR. He also suggested TV-ing the sewer lines. In 2010 the City had an inflow and infiltration study which included \$21,000 to address the manholes. He increased costs slightly. The City will need to look at the City Code on home owner and City responsibilities on maintaining lines. He would like to replace the John Deere 345 they have currently with a replacement mower that has a 52 inch cut deck and that would be strong enough to plow sidewalks. On his list was rewiring the control panel at the lift station. Joy Thompson was concerned about the safety issues and thought that should be addressed much sooner than next year's budget. They have not replaced the motor in the control panel and there exists the potential for shocks with the old wiring. It is holding up because it is a single station with one pump. The regulations today require all stations to be duplex stations with a backup if one would fail. It is three-phase with no grounding. Long thought electric company, KCPL, will ground the pole. The parts that are corroded will be the only cost. Joy Thompson motioned to go ahead and get the control panel fixed. John Parker seconded. Motion carried on 4 yes votes.

Cemetery – Director of Public Works Kenny Lance provided the two department's requests: a mower and three weed eaters. The concerns were raised that the section by the old house needs to be weed-eated and does the Cemetery need more maintenance help? The Cemetery cannot spray weeds because of flowers next to the graves and the spray causes the ground to crack.

Golf Course – Golf Course Manager Mark Christopher requested a mower for rough and fairway use. The course needs a rough mower and a fairway mower but Toro makes one that can do both. He could look for a used one that has maybe 1,200 hours. The current mowers are 4,000 to 5,000. He asked Toro and they would not take the course's current one even as a trade in. He might be able to sell it to a smaller course. However if the course purchases a new mower and finances it, the course will budget only \$10,000 for reels instead of \$20,000 because they will have fewer reels to send in. John Parker asked if the Course is looking to finance the mower, why not purchase a new one. The course will look at both new and used. The Golf Committee had talked about a lease purchase which would include maintenance. City Administrator Bruce Lundy was contacted by a company that sells surplus equipment. So far the City will have two snowblades and a mower to possibly sell as surplus.

Clasbey Center – City Administrator Bruce Lundy and Public Works Director Kenny Lance looked at updating the Clasbey Center and suggested a few items such as replacement tables; strip and seal the floors; replace the lights and stained ceiling tiles; and remove the mural and put up a replacement wall. Andrew County Museum had mentioned interest in the mural. It may be easier to replace the whole suspended ceiling. The City will obtain prices on renovations.

Joy Thompson motioned to approve Capital Requests as submitted so far. Greg Wilson seconded. Motion carried on 4 yes votes.

Street Requests -- Director of Public Works Kenny Lance provided information on asphaltting streets. Metropolitan Planning Organization (MPO) would work with the City on 6th Street. The first phase is the engineering, the acquisition of the house on the curb, and straightening out the curb on 6th and Nelson Streets. The total for the project would be \$600,000 but the City would only pay a very small portion of that and the rest MPO would handle. The City does not have to do it in 2014 and can wait until the following budget year. Lance will meet with Ty Nagle/MPO to obtain the most recent figures. He needs to find out if the city can curb and asphalt the street instead of concrete. Concrete is not holding up like it used to hold up. The Clasbey Center parking lot would be \$85,000 for tear out and 5 inch asphalt. The trash truck weight is difficult on the parking lot. Council discussed options to move the dumpster. The City would like to create more enticements to rent the Clasbey Center. Is there any way to do the parking lot in phases? Council agreed to keep the Clasbey Center parking lot in the budget and see how the gas tax revenue comes in and the costs on other items on the street requests lists. John Parker motioned to approve the 2014 Street Program as presented. Greg Wilson seconded. Motion carried on 4 yes votes. Lance asked about sealing the parking lots. It has been longer than three years since the City sealed any City parking lots. All of Council agreed to amend the motion to add sealing and repairing of parking lots to the 2014 Street Program.

General Discussion Items -- Set Priorities & Review Possibilities List -- Throughout the year Council has mentioned a variety of things they would like the City to consider. The discussion items listed are ones that have been mentioned. Council reviewed the items listed including a new phone system and agreed to bid out for all of the items but to remove the water meter software. The City will look to update its sidewalk program. Don Dillman motioned to approve

pursuing the general discussion items as presented. Joy Thompson seconded. Motion carried on 4 yes votes. The items will be bid out and reviewed at that time.

Personnel: health reimbursement Currently the City sets aside \$500 for health reimbursement for employees or covered dependents. John Parker motioned to increase the health reimbursement per employee to \$1000/year. Don Dillman seconded. Motion carried on 4 yes votes. The health reimbursement program and its changes will come back to Council as a resolution to approve.

Raises - Joy Thompson asked about Fire department personnel. Assistant Fire Chief David Vincent surrendered his fire pay at time of staff cuts a couple of years ago. He is still serving as Assistant. In 2010 his annual salary was \$3883.10. Council spent a lot of time discussing options for raises and whether or not to look at different raises for different employees. Items included: performance evaluations, job descriptions and years of service. Don Dillman motioned to approve raises at 5% minimum and to increase the Fire Assistant's pay up to \$4,221 with the other pay rates being subject to further review. Joy Thompson seconded. Motion carried on 4 yes votes. The City will update job descriptions and look to have ranges for positions. The State Auditor recommended doing a pay scale review.

Joy Thompson asked Building Inspector Gene Grossman if he had any requests for the budget. He would like a vehicle. However he said he had a letter on his desk to submit his resignation as 21st of August. John Parker motioned to accept Gene Grossman's resignation effective immediately. Joy Thompson seconded. Vote: 2 yes (Thompson, Parker); 2 no (Wilson, Dillman). Mayor Connie George broke the tie and by voting yes. Motion carried.

John Parker motioned to publish an opening for the building inspector position. Joy Thompson seconded. Vote: 3 yes; 1 no: Dillman. Motion carried.

Next Steps -- Set up next budget meeting: Review detailed Preliminary Budget including review water and sewer rates. Council decided to set up the next budget meeting for August 21, 6 p.m., City Hall to review the detailed budget.

Adjournment

No further business to discuss. Council adjourned at 10 pm. on a motion by Joy Thompson and seconded by Greg Wilson. Motion carried.

Connie George, Mayor

ATTEST: _____
Beth Kar, City Clerk