

CITY OF LEBANON
CITY COUNCIL WORK SESSION MINUTES
May 15, 2018

BE IT REMEMBERED that the Council of the City of Lebanon, Missouri, met in Work Session on May 3, 2018 at 5:00 p.m. in the Council Chambers at City Hall located at 401 South Jefferson.

ROLL CALL AND DECLARATION OF A QUORUM

Upon roll call, the following Officers were present: Gib Adkins, Ken Eldridge, Sheila Mitchell, LeAnn Mather, Randy Wall, Chuck Jordan, Bob Garner, and Mayor Carr. Absent: Jim White.

A quorum was declared.

Staff members and others in attendance: City Administrator Mike Schumacher, Assistant City Administrator Ben DeClue, Public Works Director Richard Shockley, Police Chief Randy Halstead, Fire Chief Sam Schneider, Street Superintendent Mike Moore, Environmental Superintendent Eric Mork, Interim Electric Superintendent Travis Long, Director of Operations Deryl Wilson, Code Administrator Joe Berkich, MIS Coordinator Jarrad Schomaker, Finance Director Kat Gill, Human Resource Director Kathy Milliken, Tourism Director Nicole McGinnis, Airport Manager Sandra Shore, and City Clerk Laina Starnes.

FISCAL YEAR 2019 BUDGET DISCUSSION

City Administrator Mike Schumacher opened the meeting by identifying several proposed Council goals for 2019. Some of those goals included renewing the Capital Improvement Tax, developing a customer satisfaction survey, implementing a multi-faceted employee training program, refining economic development efforts, implementing a customer work order system, and hiring a communications person.

Finance

Finance Director Kat Gill then took the floor and provided a high-level overview of the proposed budget with a PowerPoint presentation. She talked about budgeted revenue vs. actual, the history of expenditures in the governmental and enterprise funds and shared that the 2019 proposed budget included a 2% COLA.

Water/Wastewater

Environmental Superintendent Eric Mork reported that his water budget included a hydraulic model master plan, continued tower modifications, SCADA improvements and a lease purchase for a new backhoe. He reported that the last water rate increase was in 2010 and the City of Lebanon was the 3rd lowest in the state for its population range.

Mork then spoke about the need to fund continued collection system improvements and to replace the standby generator at Goodwin Hollow. During his budget presentation, he said a sewer rate increase was built into the budget.

Electric

During Interim Electric Superintendent Travis Long's presentation, he stated his electric budget included pole replacement, training for tree trimmers, the addition of one full-time tree trimmer and two seasonal, and a program for weatherization of homes.

RECESS

Mather moved and Jordan seconded that the Council move into Recess. Motion passed unanimously. Council moved into Recess at 6:05 pm.

Eldridge moved and Adkins seconded that the Council move out of Recess and back into Work Session. Motion passed unanimously. Council moved back into Work Session at 6:23 pm.

Street

Street Superintendent Mike Moore reported that his 2019 budget contained asphalt overlays; curb, gutter and sidewalk rebuilds; the rebuild of an undercarriage on a track loader; a \$10,000 jack hammer; a new ¾ ton truck; and the addition of one full-time employee.

Parks Director John Shelton joined the meeting at 6:47 pm.

Airport

During her budget presentation, Airport Manager Sandra Shore spoke about airport projects and revenue. She shared she was planning to increase T-hangar rental during the budget year; an action that was previously approved by the Airport Advisory Board. She also reported that she intended to pursue two grants and spoke about the possibility of using capital dollars to fund some projects. Also, during her presentation, Shore talked about the \$63,000 investment for the St. Clair hangar relocation, and stated she had seventeen people on the waiting list for a hangar. She also reported she had placed the purchase of a used jet fuel truck in her budget.

Community Development

Code Administrator Joe Berkich shared that an additional inspector position had been added to the 2019 budget and a vehicle needed to be replaced. He spoke a little about the need for an engineer but felt it may not be possible to accommodate both an engineer and a Community Development Director. The Mayor and Council discussed both positions and gave direction to advertise the Community Development Director and have Finance Director Kat Gill look at how an engineer could be funded in the future.

RECESS

Mather moved and Jordan seconded that the Council move into Recess. Motion passed unanimously. Council moved into Recess at 7:41 pm.

Eldridge moved and Mitchell seconded that the Council move out of Recess and back into Work Session. Motion passed unanimously. Council moved back into Work Session at 7:51 pm.

Parks

Parks Director John Shelton went through his budget and reported on his activities revenue, service charges and fees revenue, and his park activities expenses. He then touched on some possible Capital Improvements Tax projects. Some of the projects he mentioned were new soccer fields, activities software, playground equipment, and sprinklers on ballfields.

Benefits and Human Resources

Human Resource Director Kathy Milliken reported on Fund 70. She reported the fund balance was doing well after being a negative \$125,000 in the hole last year. Milliken reported the renewal numbers were looking good and the budget accommodated for max claims. During her presentation, Milliken shared that two bargaining units gave timely notice to reopen the then current salary schedule. Then, after they reviewed the provided proposed salary schedule they reported they would not negotiate if the Council adopted the proposed schedule with the 2% COLA included. In closing, Milliken also reported a salary study was being proposed in the 2019 budget as she felt it would provide the framework for a path forward and tools to better recruit and retain talent.

Information Technology

MIS Coordinator Jarrad Schomaker reported his budget for 2019 included switches and firewalls, awnings for the fuel system, in-car camera solutions, 911 hardware and software, radio solutions, and making one part-time position into a full-time position.

Tourism

Tourism Director Nicole McGinnis stated that lodging tax and the annual tourism grant funded her budget. McGinnis shared she felt a serious discussion needed to be had regarding the possibility of a lodging tax increase. She briefly spoke about wayfinding signage and then stated that City employee Emily Mebruer was retiring from working full-time but would continue working part-time with her.

Civic Center/Fairground/Facilities

Director of Operation Deryl Wilson said the Civic Center budget included signage as he had been working on both it and signage for City Hall. Regarding the fairgrounds, Wilson reported the City was trying to get the ag barn completed by the fair. He also reported that \$80,000 intended to be used for the last part of the Civic Center parking lot was being moved to pave the ag barn parking lot; the Civic Center would be done the following year. During his presentation, Wilson said he may cut some of his staffing and contract out mowing and shared the Copeland building needed a new roof.

Economic Development

Assistant City Administrator Ben DeClue reported the City was at the end of its third year with Buxton for retail analysis and recruitment. DeClue suggested taking a year off and work the matches Buxton had provided to save some money.

Police Department

Police Chief Randy Halstead spoke about his annual replacement of patrol vehicles being in the 2019 budget and said he didn't really have anything much to add except to mention the work MIS Coordinator Jarrad Schomaker was doing IT wise for his department. Regarding staffing, Halstead reported he placed a part-time animal control officer in his budget.

Fire Department

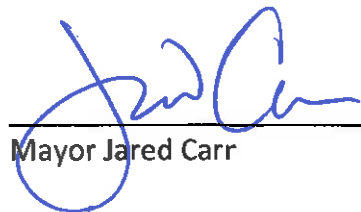
Fire Chief Sam Schneider talked about a new fire engine for the department. He reported the proposed engine would cost \$550,000 and would be funded out of Capital Fund 22. He stated the spec was pretty much ready and he was pushing out the the hydraulic rescue tools a few years to help offset the cost. Schneider also shared he was foregoing his radio business to do a roof repair at Fire Station #1.

Finance

Finance Director Kat Gill stated she also wanted to mention that a new purchasing agent was included in the 2019 budget. She stated that City employee George Klein was being utilized as a purchaser but was an inventory clerk. City Administrator Mike Schumacher expressed that an inventory control employee should not be purchasing. He further stated this new position would help City Clerk Laina Starnes be more efficient when needing documents and information for ordinance preparation. Including benefits, the reported cost to the City would be approximately \$60,000. Gill then moved on to the subject of fixed assets. She stated the City was way behind the game in being GASB34 compliant and she was proposing to hire a consultant to conduct inventory and asset services in the amount of \$69,500. The cost of the services would be distributed across all associated funds. It was during this time that Assistant City Administrator Ben DeClue reported the budget included a communications position as well.

ADJOURNMENT

Mitchell moved and Jordan second that the meeting be adjourned. Motion passed unanimously. Meeting adjourned at 9:04 pm.



Mayor Jared Carr

ATTEST:



City Clerk Laina Starnes

Minutes Approved August 13, 2018