

**CITY OF SHREWSBURY**  
**BOARD OF ALDERMEN**  
**WORK SESSION OF THE BOARD OF ALDERMEN**  
October 30, 2012

A Work Session of the Board of Aldermen of the City of Shrewsbury, Missouri was held at 6:00 p.m. this 30<sup>th</sup> day of October, 2012 in the Aldermanic Conference Room of City Hall for the transaction of such business that may come before the Board.

There were present:

Mayor.....Felicity Buckley  
Alderman.....Elmer Kauffmann  
Alderwoman.....Chris Gorman  
Alderman.....Sam Scherer  
Alderman.....Ed Kopff  
Alderwoman.....Dee Wiecher  
Alderman.....Mike Travaglini

There were also present:

Director of Administration.....Jonathan D. Greever  
City Attorney.....Michael K. Daming  
Finance Director.....Danielle Oettle  
Director of Parks.....Chris Buck  
Police Chief.....Jeff Keller  
Fire Chief.....Bill Fox  
Street Superintendent.....Tony Wagner  
City Clerk.....Carly West

**Roll Call**

Mayor Buckley opened the meeting and Director Greever commenced with the roll call. The full board was present.

**Hear Citizens**

None

**Bid Proposal – 2012 CDBG Street Repair Project**

Street Superintendent Tony Wagner presented the bids that were received for the 2012 CDBG program. He stated that he had inspected a project that Dura Seal, the lowest bidder, did in Rock Hill and he was very satisfied with their work there, and so recommended that the contract be awarded to Dura Seal for the amount of \$23,410.60. He reminded the Board that the project is budgeted through St. Louis County Community Development program and the City of Shrewsbury's Capital Improvement Budget. The project budget was \$30,000.00, leaving a surplus of \$6,589.40 less engineering fees.

Alderwoman Wiecher made a motion to accept Dura Seal's bid in the amount of \$23,410.60. Alderman Scherer seconded the motion, and it passed unanimously.

**Ordinances**

(Bill No. 2687)

Mayor Buckley introduced Bill No. 2687, a bill deleting Section 110.020: Scope, of Chapter 110: City Employees of Title I: Government Code of the City of Shrewsbury and replacing it with a new Section 110.020: Scope, of Chapter 110: City Employees, of Title I: Government Code of the Municipal Code of the City of Shrewsbury. Mayor Buckley asked if there was any discussion. There being no discussion, a motion was made by Alderwoman Wiecher, seconded by Alderman Scherer, and unanimously passed in accordance with Section 79.130 as approved by the General Assembly of the State of Missouri, to read the Bill by Title only first time. The Mayor opened the floor for final discussion. Alderwoman Wiecher noted that this bill would be cleaning up the Code so it more accurately reflected the positions that the City actually has and what the duties of those positions would be. There being no further discussion, a motion was made by Alderman Scherer, seconded by Alderwoman Gorman, and unanimously passed in accordance with Section 79.130 as approved by the General Assembly of the State of Missouri, to read the Bill by Title only the second and final time. Alderman Scherer made a motion that Bill No. 2687 be adopted to become Ordinance No. 2679. Alderwoman Gorman seconded the motion and upon roll call, the following vote was recorded. Alderman Kauffmann, "Aye"; Alderman Travaglini, "Aye"; Alderwoman Gorman, "Aye"; Alderman Scherer, "Aye"; Alderman Kopff, "Aye"; and Alderwoman Wiecher, "Aye".

There being a majority of votes in favor, the Mayor declared the motion passed and that Bill No. 2687 was adopted as Ordinance No. 2679.

**(Bill No. 2688)**

Mayor Buckley introduced Bill No. 2688, a bill deleting Section 110.090: Vacations - Paid, of Chapter 110: City Employees of Title I: Government Code of the City of Shrewsbury and replacing it with a new Section 110.090: Vacations - Paid, of Chapter 110: City Employees, of Title I: Government Code of the Municipal Code of the City of Shrewsbury. Mayor Buckley asked if there was any discussion. There being no discussion, a motion was made by Alderwoman Travaglini, seconded by Alderman Scherer, and unanimously passed in accordance with Section 79.130 as approved by the General Assembly of the State of Missouri, to read the Bill by Title only first time. The Mayor opened the floor for final discussion. There being no discussion, a motion was made by Alderman Travaglini, seconded by Alderman Scherer, and unanimously passed in accordance with Section 79.130 as approved by the General Assembly of the State of Missouri, to read the Bill by Title only the second and final time. Alderman Travaglini made a motion that Bill No. 2688 be adopted to become Ordinance No. 2680. Alderman Scherer seconded the motion and upon roll call, the following vote was recorded. Alderman Kauffmann, "Aye"; Alderman Travaglini, "Aye"; Alderwoman Gorman, "Aye"; Alderman Scherer, "Aye"; Alderman Kopff, "Aye"; and Alderwoman Wiecher, "Aye".

There being a majority of votes in favor, the Mayor declared the motion passed and that Bill No. 2688 was adopted as Ordinance No. 2680

**(Bill No. 2689)**

Mayor Buckley introduced Bill No. 2689, a bill authorizing the Mayor to enter into a contract for professional services with PGAV for the provision of additional planning and economic development consulting services with respect to modifications to a redevelopment plan and cost benefit analysis associated with the potential redevelopment of Kenrick Plaza. Mayor Buckley asked if there was any discussion. Alderman Kauffmann clarified that GJ Grewe would be responsible for paying for these services. There being no further discussion, a motion was made by Alderman Scherer, seconded by Alderwoman Gorman, and unanimously passed in accordance with Section 79.130 as approved by the General Assembly of the State of Missouri, to read the Bill by Title only first time. The Mayor opened the floor for final discussion. There being no discussion, a motion was made by Alderman Scherer, seconded by Alderwoman Gorman, and unanimously passed in accordance with Section 79.130 as approved by the General Assembly of the State of Missouri, to read the Bill by Title only the second and final time. Alderman Scherer made a motion that Bill No. 2689 be adopted to become Ordinance No. 2681. Alderwoman Gorman seconded the motion and upon roll call, the following vote was recorded. Alderman Kauffmann, "Aye"; Alderman Travaglini, "Aye"; Alderwoman Gorman, "Aye"; Alderman Scherer, "Aye"; Alderman Kopff, "Aye"; and Alderwoman Wiecher, "Nay".

There being a majority of votes in favor, the Mayor declared the motion passed and that Bill No. 2689 was adopted as Ordinance No. 2681

**(Bill No. 2690)**

Mayor Buckley introduced Bill No. 2690, a bill authorizing the Mayor to enter into a user agreement with St. Louis County, Missouri, for subscriber radios under the auspices of the St. Louis County Emergency Communications Commission's Interoperable Radio System. Fire Chief Bill Fox explained that the radio system would be funded through the County to provide radios for the Police and Fire Departments. The first part of the agreement was that the City would be responsible for the equipment and would own the radios once they are received. He noted the two addendums to the contract, one stating that the Fire Department would get their radios first, and the second being an inventory of the current equipment and an agreement to abide by the County's rules regarding the radios. Alderman Kauffmann asked if there was any additional cost to the City for the radios, and Chief Fox answered that there was not. Mayor Buckley asked if there was any further discussion. There being none, a motion was made by Alderman Kauffmann, seconded by Alderman Scherer and unanimously passed in accordance with Section 79.130 as approved by the General Assembly of the State of Missouri, to read the Bill by Title only the first time.

Mayor Buckley introduced Carly West, the new City Clerk.

### **FY 2013 Budget Workshop – Session One**

Finance Director Danielle Oettle began by presenting the revenue for FY 2012 and the projections for FY 2013 and explaining the materials she was providing to the Board. She began with the Real and Personal Property Tax Revenue, which decreased in 2011, which she explained was partially due to delinquent payments which were on the books as accounts receivable. She estimated that, based on the property tax rates of the assessed values, which has declined, the projection was slightly better, and FY 2013 was kept slightly conservative. She stated there might be a slight increase in property values, but she estimated a more conservative number.

Ms. Oettle next discussed the electric utility tax, which she budgeted as staying the same in FY 2013 as she estimated it would be at the end of FY 2012. She explained that the large increases in FY 2010 and 2011 was due to rate increases, but she was not aware of any rate increases expected in the next year.

Ms. Oettle discussed the gas utility tax, which was affected by an unusually warm winter. The projected 2012 amount was less than was budgeted, and the amount budgeted for 2013 was approximately the same as the 2009/2010 amounts. Alderwoman Wiecher referred back to the electric utility and asked for further clarification, and Alderman Kauffmann noted that the previous summer was one of the hottest on record and asked why the electric utility tax rates were not higher. Ms. Oettle answered that the amounts for the summer months had already been received, and while it was possible to receive another payment in a higher amount, she did not want to project that in order to keep the estimate more conservative. Alderman Kauffmann asked what the last month was for which a payment was received, and she answered that the last month received was August, and historically, the City receives \$25,000 to \$30,000 in the winter months.

Ms. Oettle moved on to the telephone utility taxes, and a short discussion was held regarding the possible reasons telephone tax rates were at the levels they were, and it was noted that many people now have cell phones exclusively, and have done away with their landlines. Ms. Oettle stated that she would be monitoring that revenue, and she was projecting 2013 revenue to remain flat.

Ms. Oettle discussed water utility tax, stating that due to the drought in the summer of 2012, revenues were up, and she budgeted slightly higher in 2013 than was budgeted in 2012, but it was not possible to know what the weather would be like.

Ms. Oettle discussed cable television utility tax, noting that it was estimated that 2012 was higher than was budgeted, but the amount budgeted for 2013 was the same as 2012.

Ms. Oettle discussed sales tax, stating that the City was doing slightly better than was budgeted, and the amount budgeted for 2013 was slightly higher than the amount budgeted in 2012 due to the trend data. She noted the loss of Overhead Door and the expected departure of Shoe Carnival in 2013, both of which would impact the sales tax revenue.

Ms. Oettle noted the decline in motor vehicle sales tax revenue, which could be attributed to the recent Supreme Court case where they ruled that the sales tax on out-of-state vehicle purchases was not appropriate, and some revenue might

be lost due to people purchasing vehicles in Illinois. She stated that she would like to get a full year's worth of data on that before any firm conclusions were drawn, and Director Greever noted that there was a bill in Congress under consideration to remedy this situation.

Ms. Oettle discussed the gasoline tax revenue, noting that while gas prices had increased, people tend to drive less when prices are higher, so the 2012 estimate was down from 2011, and the proposed 2013 budget amount was slightly lower still. The tax contained in Proposition B was discussed, and it was noted that that money was going directly to education and would not affect the City's revenues either positively or negatively.

Ms. Oettle discussed County Road and Bridge Tax, noting that the City received less than in 2011, and that this is based on property and distributed by the County, so the lower amount could be due to the decline in assessed values, a decline in population, and people not paying their taxes on time. She stated that the 2013 budgeted amount was less than was projected to be received in 2012.

Mayor Buckley reviewed the work that was done at the meeting in February, when the Board had a full-day workshop and discussed the revenue problem and what some of the possibilities for addressing that would be. She stated that Parks had increased their rentals; Finance Director Oettle had looked into hosting some of the court schools at the City Center and discovered that it would not be particularly advantageous. She further noted the increases in some of the administrative costs and fees. Additionally, salaries, wages, and benefits constitute 77% of the City's budget, so that would have to be addressed if any large changes were to be made. She reminded the Board that they had discussed the possibility of a property tax increase of \$0.23, but with a sunset provision, and she reviewed the amounts that would bring in and the impact of that increase on owners of homes of varying values. She stated that the redevelopment of Kenrick Plaza is looking more promising, so she did not move forward with getting the property tax increase on the ballot.

Mayor Buckley further stated that they had discussed the possibility of utility tax increases, and City Attorney Mike Daming had recommended that be taken before the voters. She stated that after reviewing the numbers, it would make more sense to raise property taxes, as that would bring more revenue into the City, although neither was being proposed. Mayor Buckley stated that the question before the Board was if it was time to balance the budget, and if not, what an acceptable deficit would be, and how many years the City would be willing to go without a balanced budget.

Mayor Buckley referred to page 6 of the proposed 2013 budget, and explained that she had asked the department heads to include in the budget the things that they wanted and needed, which made the budget much higher than it had been before. She explained that she wanted the Aldermen to see what the department heads were cutting out of their budgets.

Mayor Buckley directed the Board's attention to the updated list of fixed assets, noting that the City does not currently have an official five-year plan, but in lieu of that, the list of fixed assets showed what vehicles and equipment the City has, when they were purchased, and what their life expectancy was. In this way, the Board would have a better idea of where the City was with major purchases.

Mayor Buckley noted that there were not many items that could be taken out of the General Fund. Public Works received more scrutiny in areas such as office expenses, which were brought down to about \$3,300.00. Street Superintendent Wagner stated that amount was a lump sum, and Mayor Buckley asked him to look and see what line items he specifically wanted that amount to come out of the office expenses. Vehicle repairs were brought down from \$5,000 to \$4,000. Ms. Oettle asked if they Mayor would like her to make the changes on the budget as the meeting was going on, and Mayor Buckley stated that she did, and clarified the changes that needed to be made so far.

Mayor Buckley commended Ms. Oettle for including the estimated 2012 year-end numbers on the budget. She stated that she and Street Superintendent Wagner had discussed the heavy equipment repairs line item, and brought it down to \$4,000. Mr. Wagner clarified that heavy equipment repairs had not been reduced, only vehicle repairs had been. Mayor Buckley asked Mr. Wagner about gas & oil, but Mr. Wagner clarified that no changes had been made there. He further stated that utilities had been reduced from \$10,000 to \$8,000, supplies had been reduced from \$3,000 to \$2,000, and street materials had been reduced from \$6,500 to \$5,500. The total amount deducted was \$5,000, with the addition of the \$1,000 he was removing from office supplies.

Mayor Buckley clarified that these changes were not made before the meeting so the Aldermen would be able to see what was being removed from the budget. Additionally, she stated that when she met with the department heads, they didn't have the estimated 2012 column, and as they have that information, further adjustments could be made.

Mayor Buckley moved on to the Police Department. Police Chief Jeff Keller stated that for the gas and oil line item, the amount had been reduced from \$58,839 to \$50,000, as gas prices were predicted to be over \$4/gallon, but that was no longer the case. Additionally, he felt comfortable reducing the conferences and meetings line item from \$5,000 to \$2,500.

Alderwoman Wiecher asked if the Board was going to have a chance to discuss employee benefits. Mayor Buckley answered that they would have that chance later in the meeting.

Mayor Buckley moved on to the Fire Department. Fire Chief Bill Fox stated that they had discussed education and training, and reduced it from \$4,000 to \$2,500. He stated that they had been taking advantage of other programs and so they didn't need to use the budgeted funds.

Director Greever stated that in the Administration budget, he had reduced conferences and meetings from \$2,500 to \$1,500. Mayor Buckley clarified that there were some conferences that they wanted Director Greever to attend, but it would not be feasible in 2013. She stated that there were other areas they had looked at for reduction, such as municipal code update, but those needed to be left in the budget.

Mayor Buckley stated that there were no changes to the Building and Housing budget. Municipal Court's conference and meetings line item was reduced from \$2,310 to \$2,000. No changes were proposed for the Public Safety Building budget.

Parks Director Chris Buck presented the proposed cuts to the Parks & Recreation budget. He noted the change to publications, and Mayor Buckley explained that many cities are "going green" and choosing to send out information electronically instead of printing paper copies of brochures. She stated that if someone requested a paper copy, they could still be sent out, but eliminating the printing of so many copies would save the City approximately \$8,000. She requested that the Board members consider that request and that decision could be made at a later date. Mayor Buckley clarified that for those without email or internet access, there would still be physical copies of the minutes printed, but for the majority of the people the brochure would be available in email or on the City's website. She stated that there would be an announcement printed in the next brochure with instructions on how to continue receiving a physical copy of the brochure. Alderwoman Wiecher suggested making a form available that could be returned for those who still wanted a physical copy. Mr. Buck clarified that part of this cut would come out of the Parks & Recreation postage line item, and part would come out of the city publications in the Specialized Expense portion of the budget. Mayor Buckley stated that the change would not be made until the Aldermen had a chance to consider the idea.

Mayor Buckley discussed the expense of watering during the previous summer, which had been higher due to the extreme weather. She stated that it would be a question of possibly cutting back and decreasing water usage no matter what the weather was like. She stated that she was not looking to make this change yet, either, until the Aldermen had a chance to think about the item. She also noted that it could be problematic to not water the fields, as people might be less inclined to use them.

Director Greever stated that for the Elected Officials/Other Expenditures budget, the conference and meetings line item was reduced from \$3,500 to \$2,500, as very few of the elected officials attended the Elected Officials Training Conference. Mayor Buckley stated that she did not want to see that item removed altogether, as that conference is a good learning and networking opportunity. She stated that some additional funds had been added to the "other consulting fees" line item for the landscape review, but added that they might want to move on that review before the end of the year and get a landscape ordinance in place to ensure that landscaping is done properly and maintained properly.

Mayor Buckley asked if there were any questions on any of the cuts made. There being none, she referred back to the General Fund revenue sheet, and stated that looking at the estimated column, there would be discussion regarding increasing fees. She noted that there was discussion every few years about fee increases, and that some patrons might be lost if fees for the pool or parks programs were increased. She stated that Shrewsbury's rates are lower than other municipalities, but when they've tried to increase them, people were lost.

Mayor Buckley discussed the City's investments, and stated that while CDs used to accrue interest, they are not anymore. A brief discussion was held as to what the interest rates on the CDs were, and what the City was limited to as far as investments. Ms. Oettle mentioned some bonds that might be available that would do better than CDs, but they were not guaranteed like CDs were. Director Greever suggested holding a separate investment meeting to discuss these issues, and Ms. Oettle stated she would like to present other options after budgeting was completed. Chief Fox asked if it would be useful to discuss this with Joy Howard about re-financing. Ms. Oettle stated that she would check and report back.

Mayor Buckley noted that this budget had been prepared with a 2% cost of living adjustment. She asked Ms. Oettle what the difference in deficit were without that adjustment, and Ms. Oettle answered that she would have to make that calculation and would have it momentarily.

Mayor Buckley turned the Board's attention to the Capital Improvement Fund and noted that she had informed the department heads that 2013 would be a leaner year in regards to capital improvements, but she had asked them to include the things their departments needed before removing anything.

Alderman Kauffmann reported that the difference in deficit without the cost of living adjustment was \$402,775.

Mayor Buckley returned to the Capital Improvement Fund, starting with the Police Department. She stated that Chief Keller had several things he was willing to pull out but that she believed it was important for the Aldermen to be reminded of the things that were not being included, but would be necessities at some point. She asked Chief Keller if they had ever gotten the rifle racks the Police Department needed, and he answered that they had. Mayor Buckley noted that they had been pulled out of the budget in previous years, but they had been able to add them back in.

Chief Keller started with the minor equipment line item, stating he would be able to reduce it from \$17,498 to \$2,499, which would be a difference of \$14,998. Alderwoman Wiecher asked what that would cut out, and Chief Keller answered that they had to replace their in-car camera systems' microphones and hard drives yearly, but elsewhere in the budget, there is an allowance for replacing the entire system. He stated that if the systems were not replaced, this item would have to be re-inserted, but otherwise, it could be removed. He also stated that a fuming kit was removed, as well as a latent print kit, a storage cabinet that was instead built by Tony Wagner, some digital cameras, training equipment, batteries for the new radios they will be receiving, handset microphones, and a megaphone. It would leave in the budget a printer for the evidence system, trunk organizers for new cars, radar unit remote controls.

Chief Keller asked to skip over the vehicles line item and come back to it. He moved on to the computers and software line, stating that he could remove the \$3,000 for a training tracking database, as the one they were using could be used for another year. For the other equipment line item, Chief Keller stated that it could be reduced from \$88,350 to \$57,800. This would remove \$30,550, which would include tactical body armor that is more heavy-duty, is one-size-fits-all, and would be kept in the trunk of each car. He stated that they would be \$8,000, which would be one for each of the 8 cars. He stated that he was also removing ballistic body shields, of which he would like to have one for each of two on-duty cars. This would reduce the budget by another \$2,000. Chief Keller clarified for Alderwoman Wiecher that the City does not currently have either of those types of equipment.

Chief Keller continued that he had removed new light bars for the police cars from the budget. He stated that they were due to be replaced, but he thought they could be kept working for another year, and this would reduce the amount by \$12,000. He stated that the radar units in the patrol cars needed to be replaced, and if they were not, the radar repair line might need to be increased, but eliminating those from the budget would eliminate \$8,000. He stated that one of the officers was having trouble with shooting due to the size of her hands, and he had included a Glock pistol that could be removed, which amounted to \$550. These cuts would leave in the budget the hiring process for three officers that would be leaving and would need replacing, as well as body armor for three new officers. Additionally, he had included three six-station charger racks for the new radios the City was getting from the County. Next, the other equipment included Rejis replacing a firewall between the Police Station and the City Center, and finally, the in-car camera system discussed earlier that needs to be replaced. He strongly encouraged the Board to retain that item in the budget for a variety of reasons, including safety of the officers, evidence for cases, and guaranteeing that prisoners were not able to accuse officers of abuse. He stated that the in-car camera system would cost approximately \$50,000.

Alderman Travaglini asked when the current cameras were purchased and installed. Chief Keller answered that they had been installed in 2008 and had a life expectancy of around 5 years. He further stated that the company from which the City had purchased the system had gone out of business, so there was no support for anything that went wrong with them.

Chief Keller returned to the vehicles line item. He stated that they are having trouble keeping the vehicles out of the shop and they were in need of replacement. He stated that the price of the Crown Victoria style of car had gone up significantly, and the equipment to outfit the cars as patrol cars was not transferrable. He explained that included in the price of the cars was the light bars and radar units, and he recommended that the City purchase 3 cars. Mayor Buckley asked him to remind the Board how many were purchased in 2012, and he answered that they had not planned on purchasing any, but they purchased two due to emergencies and explained the circumstances surrounding the additions to the fleet.

Mayor Buckley stated that she believed that they were receiving a great deal of information, and that she wanted the Board to come back together at the next meeting to make decisions so they would have time to process all of the numbers they were being given. Alderwoman Wiecher asked how many cars the Police Department has, and Chief Keller answered that they have nine, six of which are fully marked patrol cars, and three of which are unmarked. Alderman Travaglini asked if the camera systems were being requested because they needed to be replaced or because they were at the end of their life expectancy. Chief Keller answered that they were having trouble with them and there are times when officers could take the cars that are in better shape, but can't because the camera is down. Alderman Scherer asked what kind of cars Chief Keller was looking into buying, and Chief Keller answered that he was looking at either a Ford Explorer or Taurus and discussed the research that he had done on them. He stated that it was easier to get around in Shrewsbury in the current, older cars because the street are maintained so well, but outside Shrewsbury, where the roads might not be cleaned off as well, the current Crown Victorias were problematic.

Mayor Buckley moved on to the Public Works department. Street Superintendent Tony Wagner explained that the \$3,000 for minor equipment was put in every year to replace equipment like chainsaws or blowers that might go out and need to be replaced. He continued that the \$21,000 for vehicles would include replacing the 1997 Ford pick-up they currently use. He stated that he was hoping to get around \$3,800 to trade it in but he was not counting on that. He stated that it was getting harder to get it started, and as these vehicles have a ten-year lifespan, it has already outlived its expected usefulness. Mayor Buckley asked if the Public Works had purchased a truck the year before, and Mr. Wagner explained that they had purchased a 350 4x4 pick-up, and it replaced the 1996 truck they had before. Mayor Buckley asked if it was used for snow plowing, and Mr. Wagner answered that it was, but the truck he wanted to purchase would not be used for snow plowing, but would instead be used for general maintenance. Mayor Buckley clarified that it would be dedicated to everyday use, and wanted to make sure the Public Works department had what it needed to keep the streets clear of snow in the winter. Alderman Kauffmann clarified that there were no cuts being made to the Public Works Capital Improvement Fund, and that the Police Capital Improvement Fund came down by \$48,549.

Fire Chief Fox stated that the \$33,000 budgeted in the vehicles line item would replace the 2006 Ford Explorer, which has 160,000 miles on it and had the transmission replaced last year along with many other repairs in 2012. He stated that the new state bid came in at \$28,000, so he could reduce the vehicles line item by \$5,000. Chief Fox stated that if he had to give up something in his budget, he would keep the car he uses for another year, although it is getting to the point where it will be necessary to replace it. He stated that the office equipment account was that they budgeted for one PC every year to keep rotating out the old ones, and it might be closer to \$1,000 in 2013. He suggested purchasing two tablet devices for educational events and to take on inspections. Those would be approximately \$600 each, making the total \$2,200.

Chief Fox stated that the \$27,200 in the other equipment account would be for a commercial washer/extractor piece of equipment to clean protective gear as well as laundry for the Fire House. He explained that the contaminants that their protective gear picks up at emergency sites should not be cleaned in regular washers. He stated that there are companies that launder protective gear, but while it is being cleaned, they would either not have any gear or would have to rent gear from the cleaning company. He stated that it was approximately \$70 per washing, plus around \$36 to rent gear in the interim. He explained that the carcinogens were becoming more of a concern, and cleaning the gear was more of a priority. Chief Fox explained what exactly the equipment does, and stated that they had applied for a grant for this type of cleaning equipment through FEMA, which would require the City to pay only 5%. He stated that he was estimating the cost at \$10,000, and the unit would have a life expectancy of 10 years. He stated that he would recommend purchasing the unit even if the department did not win the grant, and explained that it was also necessary

to find an alternate place to clean any linens used in emergency situations, as they were no longer going to be able to take them to the same place, and this unit would be able to handle that also.

Chief Fox stated that another item in the other items account was a two-party monitoring defibrillators. He stated that they were applying for a grant for this also, the price would be \$72,000 for two of them, but the grant would require the City to pay only 5%. He stated that if the grant didn't come through, the City would not be buying the units, but he had budgeted for the 5% share in case it did.

The next item in the other items account was protective gear for the newer firefighters. He stated that over the past couple of years, the department has hired six new people, and they were using gear that was not the correct size, which is a safety concern. Mayor Buckley asked Chief Fox to clarify the agreement with new hires regarding gear, and Chief Fox stated that there was a contractual agreement that any new people would pay for any gear purchased if they left before two years were up, although they would not be able to take the gear with them for liability issues. He stated that the cost for the coat and pants was approximately \$2,000.

The final item in the other items account was six brackets for the new air mats that were purchased, as the old brackets on the trucks would not fit the new mats, and there were new Federal regulations regarding safety and how the mats had to be fastened in. He stated that the brackets were \$500 per set and they would need three on each truck, and that the price he used when creating his budget was \$600, so \$600 total could be removed from the other equipment account.

Chief Fox moved on to the furniture and fixtures account, and stated that around 6 years previous, a resident who went into cardiac arrest and was saved by the fire department purchased six chairs for the lounge area. The chairs are now worn out, and Chief Fox was estimating about \$600 each to replace them for a total of \$3,600. He stated that the remaining \$400 would be to replace the five office chairs in the report room that were purchased in 1995.

Chief Fox reiterated that while he would love to have a new vehicle, the car would be the thing he would choose to cut from his budget as the other things were more important to the operation of the department.

Director Greever stated that for the Administration department, there was \$3,000 in the computers/software account, which consisted of a laptop for his use, and a computer tower upgrade for the Accounts Payable/Payroll clerk so that computer would be able to handle the new accounting software.

Ms. Oettle stated that for the Municipal Court department, the \$2,000 in the computers/software account was to upgrade the computer to handle the new accounting software.

Chief Keller explained that for the Public Safety Building, the building & land account could be reduced from \$36,782 to \$20,000 by taking out new air conditioning units. They have been keeping them going for the past few years, and Chief Keller believed that they would be able to keep them running for one more year. Additionally, he had included funds to install a vault to store ammunition. They had been unable to find something they liked, so they were able to re-route some other funds and Mr. Wagner was able to build something more suitable. As such, Chief Keller stated that they would be able to remove the \$1,000 from that account. Finally, Chief Keller stated that the \$20,000 in the account was for preventive maintenance and repairs to the roof.

Chief Keller stated that the \$1,000 in the other capital outlay account was to replace the sign in front of the Public Safety Building, but he believed it would be finished in 2012, so that amount could be cut.

Mayor Buckley moved on to the Parks & Recreation department, and Director Buck began with the other equipment fund, stating that since they were having more people at the pool, and because of its proximity to the highway, it had become necessary to install security cameras in the pool's parking lot. He stated that the Police Department had offered their old DVR, so he was asking to purchase only two cameras, one pointing at the road leading out of the parking lot and one directly on the parking lot. Additionally, he stated that they have three working body microphones for the theater program, and they borrow three from a neighboring city, which might not be possible anymore. He stated that they would need to start renting if they did not purchase more. Director Buck stated that another item being requested was a receiver rack for the body microphones, which would protect the receivers from damage. He continued that he had included dimmer switches for the ballroom, which he had received many requests for. He stated

that in order to change the lighting in the ballroom, one currently would need to go to the breaker box and flip the breakers, which is not necessarily safe and does not create very pleasant lighting.

Director Buck stated that his priorities for this account would be the security cameras to help ensure the safety and security of the residents at the pool. He stated that they would be able to do without the body microphones and receiver rack, and they could rent microphones for the time being. He stated that he would also make the dimmer switch a priority, as it is a safety concern having people reaching in to the circuit breaker box and the price is very reasonable.

Director Buck moved on to the building and land account, and stated that his top priority was to strip and paint the competition pool. He stated that this had been requested for the past two years, and the leisure pool had been painted three years prior. He explained that the paint was flaking and there were paint chips that would be floating in the water, and that it was about three years past when it needed to be done. He stated that the price could be reduced if his staff and possibly Mr. Wagner would be able to help with some of the work. Next, he included a draw curtain for the gym, which would divide the gym in half so they could rent half the gym out during open hours and both sides during closed hours at the same time. Additionally, Jazzercise could move in there, freeing up the multi-purpose room and ballroom for rental. He explained that the cost would be for a curtain that was drawn manually, and a curtain on a switch that was drawn mechanically would be double the cost.

Director Buck stated that \$16,500 would be the cost for the air conditioning units for the multi-purpose room, which is requiring more and more repairs. He stated that they could try to keep it working for another year, but there was no guarantee it wouldn't stop working in the middle of an event during the summer. He continued that \$3,000 was donated from the local VFW, and the Wehner Park stairs were something that was in the original master plan, and many people have complained about getting from the parking lot down to Wehner Park. He stated that the price presented was for concrete alone and not railing, and the \$3,000 donation could go toward the railing. Finally, Director Buck stated that \$10,000 was included for the courtyard to be finished so it could be rented out, but this was more of a want than a need. He stated that they had originally thought of putting the Centennial bricks out there, but it would be too expensive. He reiterated that for this account, the pool would be his top priority, the draw curtain would help increase revenue, the air conditioning unit could be put off but might necessitate an emergency cost, the stairs were a lower priority, and the courtyard was the lowest priority. Director Buck clarified that the Wehner Park stairs project would be the \$13,500 listed under the Wehner Park improvements account.

Finally, the fiberfill for playground account included a specialty type of woodchips to go underneath the playground. Mayor Buckley stated that the \$13,500 for the Wehner Park stairs would not be feasible in 2013, and the VFW should be contacted to see what else they would want their donation to go toward. She asked Director Buck what the cost of the courtyard was. He answered that it was \$10,850, and she responded that would be removed as well. The question of the air conditioner was raised, and the \$16,500 was removed with the understanding that if something was to happen, an emergency purchase would have to be made.

Mayor Buckley moved on to the Other Expenditures department, and Ms. Oettle began by explaining that the \$65,000 in the computers/software account was for the new accounting software program, and the price could come down significantly, but she did not have the final bids yet. She stated that the City is overdue for new software, and in the next year, there would no longer even be support services for the current software. She stated that the software was necessary, and Mayor Buckley clarified that the software was the reason for the upgrade to the accounts payable/payroll computer, and Ms. Oettle added that with any system they chose, it would need to be upgraded.

Mayor Buckley moved on to the street paving & surfacing account, and stated that over the past few years, \$5,000 had been allocated to someone in need, but also that the City was not quite keeping up with street maintenance and to keep that in mind for next year. She continued that \$40,000 was put in the budget, but after a discussion with Mr. Wagner, it was decided that \$15,000 would be a better amount for this budget. Mr. Wagner stated that it would be enough to do some re-surfacing, and part of it would be added to the CDBG program. He added that around \$500,000 would be needed to get the streets to the condition he would like, but until then, he would continue to work to keep them in the best shape possible. Alderman Kauffmann asked what streets were eligible, and Mr. Wagner answered that the streets that were eligible were due to the senior assisted living facility. Mayor Buckley suggested that rather than any of the \$15,000 going to the CDBG, the CDBG be kept at \$20,000 and the \$15,000 be kept separate. Alderman Kauffmann asked if it was correct that only a couple of streets in Southwoods that the CDBG could be used for, and Mr. Wagner answered that the line was down the center of Kenrick Manor Drive, and that it was the south side of the street that

was eligible, but not the north side. Mayor Buckley added that it was helpful to the City that there were areas that were taken care of by the grant program, and that if only \$15,000 were being budgeted for the streets, it should be used on streets that were not eligible for the program.

Mayor Buckley stated that if the budget looks like it is in good shape, some of the \$25,000 could be added back in to the street paving & surfacing account, but she did not believe that would be the case. Alderman Kauffmann asked Mr. Wagner if there was still work that needed to be done, and Mr. Wagner answered that it was a never-ending process to repair, replace, and maintain the roads. He also stated that the roads that were re-surfaced in 2000, which includes Shrewsbury Ave. and Wilshusen, needed to be sealed, but there was nothing that would hold up to the traffic those roads see, so he would need to grind them and put a new surface on them, which would be very expensive. He stated that there was a long way to go, and it was not going to be done in 2013.

Ms. Oettle asked for clarification on the block grant/street slabs account, and Mayor Buckley stated that it would remain at the \$15,000 level as shown in the budget draft. Mr. Wagner stated that if they could get the entire \$20,000, he would certainly put it to good use, but they should plan on \$15,000.

Mayor Buckley moved on to the principal LRB issue '99/'08, and stated that there was no change. Mr. Wagner asked to go back to the street/sidewalk concrete account, and explained that the \$7,000 was for sidewalk repairs throughout the City, and it also allows for a concrete slab in case it is needed.

Mayor Buckley asked what the deficit would be with those cuts, and Alderman Scherer answered that it was -\$104,958, and the bottom line for the General Fund was 402,775.

Mayor Buckley asked Alderwoman Wiecher if she had questions regarding benefits, and Alderwoman Wiecher answered that she wondered if Ms. Oettle had talked to the insurance company regarding the percent increase, and Ms. Oettle answered that she had, and she had factored in a 12% increase. Mayor Buckley added that it typically comes in lower than that, and Ms. Oettle gave the history of the amounts paid over the past 4 years. Alderwoman Wiecher asked about the 12%, and Ms. Oettle answered that the City's insurance does not renew until March. Mayor Buckley stated that 12% seemed high to her, and Ms. Oettle answered that she would be comfortable bringing that amount down slightly, but there was a lot of uncertainty in the health insurance market. Alderwoman Wiecher stated that some places had budgeted for an 8% increase, Ms. Oettle stated that she would be comfortable budgeting for 8%, and Mayor Buckley stated that the increase was 8% the previous year, but the insurance company had asked us to budget for 15% the previous year even though it came down to 8%.

Alderwoman Wiecher asked about the Lagers account, and why there was such a large difference in it. Ms. Oettle answered that it is calculated based on total compensation, and there were some changes in the rates, one being either police or fire going up by 1%, and the other going down 1%. Ms. Oettle clarified that the City begins contributing to Lagers plans on the first day of hire. Ms. Oettle stated that she would be able to provide Alderwoman Wiecher with a more complete study if she wanted it, including the rate changes for the year. Chief Fox stated that the amount was based on an actuarial study of different positions.

Mayor Buckley reminded the Board about longevity pay, and noted that those who receive longevity pay receive an increase in pay, and asked the Board to keep in mind that any changes to that policy would have to be done by ordinance. She stated that she believed that the Aldermen had enough information that they could start making decisions, and that she believed that the most flexibility was in the Capital Improvement fund. She noted that there was still a deficit, and the goal should be to get the Capital Improvement fund down as far as possible, and reminded the Board that the dedicated revenue for that fund was Parks and Stormwater, so it does belong in the General fund, but as a matter of practicality, they might want to shift it over to the Capital Improvement fund, and that option is open. She reminded the Board to look at the fixed assets to see what was done in the past year and what needs to be done in the coming year.

Mayor Buckley stated that the next meeting to discuss the budget would be at the next Regular Session of the Board, and the meeting would be held at 6:00pm to leave time to discuss the budget and make some decisions regarding cuts. Alderman Kauffmann asked that the budget draft be included in the packets that would be going out for that Board meeting. Mayor Buckley noted that a Centennial Christmas party was not in the budget, and there were ways they could do that inexpensively if they wanted. Alderman Travaglini asked how much it cost in the past when purchases were made at Sam's, and Mayor Buckley stated that she didn't recall, but she could find out. Director Greever thought it was

last done in 2008. Alderwoman Wiecher stated that there was a \$25,000 line item under the Parks & Recreation department for the Centennial celebration. Mayor Buckley responded that the money in that account was for things such as the banners and bricks, and Alderwoman Wiecher clarified that there was an offsetting revenue line elsewhere in the budget. Mayor Buckley stated that she had asked Mr. Buck to be in charge of that to streamline the process, but that money did not include a Christmas party. She further stated that there might be enough donations to cover a Christmas party. Alderwoman Wiecher asked where the offsetting revenue was, and Ms. Oettle stated that it was in Other Revenue, and Mayor Buckley asked if it would be moved to Parks & Recreation, so the revenue and expense were in the same department. Ms. Oettle answered that she would rather see it in Other Revenue and Other Expenses, which the Mayor agreed to, and clarified that Mr. Buck would still be in charge of that program.

**Old Business**

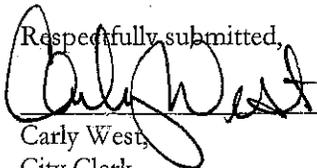
None

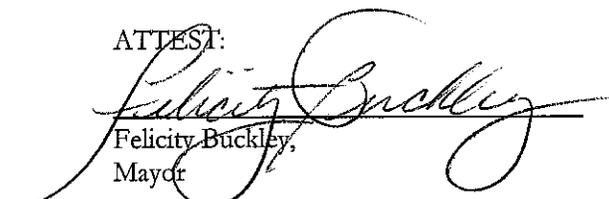
**New Business**

Mayor Buckley stated that there was an upcoming Martin Luther King Jr. Walk that she would be unable to attend, and she would bring the information for anyone else who might be interested. She also stated that they would be asked shortly to nominate a Citizen of the Year.

**Adjournment:**

Alderman Travaglini made a motion to adjourn the meeting. Alderman Scherer seconded the motion and it was unanimously passed. The regular meeting adjourned at **8:12** p.m.

Respectfully submitted,  
  
\_\_\_\_\_  
Carly West,  
City Clerk

ATTEST:  
  
\_\_\_\_\_  
Felicity Buckley,  
Mayor