CITY OF SPRING HILL
BOARD OF MAYOR AND ALDERMEN
SPECIAL BUDGET MEETING MINUTES
APRIL 16, 2019
6:00 PM

Mayor Graham called the Working Budget Meeting to order at 6:00 p.m.

Aldermen present:
Mayor Graham welcomed new Alderman Hazel, Dan and John.
John Canepari, Hazel Neives, Amy Wurth, Mayor Graham, Vincent Fuqua, Dan Allen and Jeff Graves.
Also present: Patti Amorello, Finance Director; Victor Lay, City Administrator; Chuck Downham, Assistant City Administrator; Steve Foote, City Planner.

Concerned Citizens

1. General Fund Expenditures (continued)

1. Planning and Zoning
Alderman Wurth asked about funding for the Downtown Area Plan. Mr. Foote responded that it is in the planning stages to sort of be a historic overlay of downtown, about $50,000 to hire a consultant. Work with the Historic Commission, working with the State. Out of the UDC, the fee schedule has never been modified for over about 30 years. The suggested fees came from research done from other surrounding towns of similar size. Our fees are extremely low compared to our neighbors. Alderman Fuqua requested to see the comparisons. Dan also asked to see a comparison table.
Patti summarized and explained the materials for the new alderman.

2. Fire Department
Alderman Wurth wanted to add #4 Deputy Fire Chief and in the BOMA column Station One. We need to get to the design or consultant. I don't want to wait another year on that.
Mr. Downham stated that the current library could not be used as a fire station due to strict building requirements for fire stations.

3. Building and Codes
We have an additional cost of $10,775 dictated to us from Williamson County for animal control. $1,500 of additional cost for ROK technologies, this is for a mapping program.
Budget for Broad Band as well as carpet which will be around $50,000.
Alderman Neves asked about Williamson County fee for animal control. We pay them a fee for their help with control of dogs, etc. when called from citizens. What type of reports do we get to show what we get for that fee? Patti will check or it and provide later.

4. Streets and Highways
Patti stated that a lot of the things they've requested funds on are the items they go over budget on every year.
Cost with relocating to Northfield. We've fallen behind with paving. We want to be sure we stay on top of the pot holes.
Tyler Scroggins provided a handout with data on how many stops are made for brush pick ups.
We currently run three knuckle boom trucks, 5 days a week, one man each truck. Based on 2018 data the total cost to the city is $400,952 per year. Mr. Downham that cost has increased. Trucks cost about $150,000 a piece and have to be replaced about every 3-5 years. The equipment cost is not included in that cost.
Patti noted that the sanitation rate that was just executed was a reduction by $2.18 in the residential monthly sanitation rate.

5. Parks and Recreation
First - reestablish and stripe parking lot, Harvey Park and stripe Port Royal.
The HVAC units are 12 years old at the Winchester Center and are requested to be replaced.
Requested a utility trailer to haul mowing equipment which is a recommended. Funds for sweeping parking lots monthly.
Capital projects are the Skate Park expansion and the Disc Golf Course at Port Royal.
Alderman Graves discussed updating our Master Parks Plan is a need in order to get grant funding.
Alderman Wurth requested to add $10,000 for additional supplies for events.

6. Library
Mr. Lay explained how the funding for the Library works as required by state law. MOE = Maintenance of Effort Transition funds for moving to Northfield.
New positions: a full time librarian and 4 part time technicians beginning in April.
They expect to open in 2020, let's have a reserve of funds and let them figure out what their staffing needs are.
Mr. Downham suggested that you run the risk of not having the funds available by holding off.
Civic Plus web site Library page, $5,550. (recommended)

7. Economic Development
Search for a third vehicle to have available for EDC use.
8. Dispatch
We don't have Dispatch department but hold the line item to track the expenses for sirens and such. Past expenditures were almost $700,000. Current are less than $400 so that's a savings of $300,000. This has been a relatively smooth transition.

2. Other Funds-Revenues and Expenditures

1. 123-Northfield
Dakota is a one man show. There is a part time guy who only works 10 hours a week. He has to manage a 300,000 sq ft building. You've already heard Tyler talk about how strapped Public Works is. We are recommending to fund a maintenance supervisor to help Dakota. $13,000 additional for inspections. Contractual services janitorial $63,000. Add a line item of $160,000 for building repair. The BOMA would still approve repairs you just wouldn't have to amend the budget. Move salaries that are split onto Northfield and move back the General Fund to relieve Northfield fund. Alderman Wurth discussed the possibility of bidding out janitorial services.

2. 124-Impact Fees (additional discussion w/Capital Expenditures on April 23rd)

3. 125-Adequate Facilities (additional discussion w/Capital Expenditures on April 23rd)

4. 140-Tourism

5. 210-Sanitation

6. 410-Water/Sewer-Including Rate Discussion
Patti reviewed revenues. We recommended a request for a new crew member as well as a utility inspector. These are driven by the work load. This would also constitute a vehicle. The water meter replacement program put in about 12 twelve years ago, the batteries are running out/cycling through and need to be replaced. The software package is being replaced. Mr. Lay went through the items requested. Alderman Allen requested to move $10,000 for engineering services over so we don't have to do a budget amendment later. Mr. Lay explained more about the need for additional crew member for the department to handle backflow inspections etc. Mr. Downham stated that the city may want to consider adopting a re-inspection fee. Having an reasonable fee in place could provide the offset remedy to fund that position.
Alderman Fuqua asked Tyler Scroggins to pull a spreadsheet regarding fees that had been worked on previously for them to work on together again.

SEWER COLLECTION SYSTEM
Addition of crew member position. About to hire a crew member for I & I. The Collections System can use two I & I crews. Next year we will be ready to add the second crew. Wed like to hire a consultant to help them get started and develop their scope. As we expand the plant we can save about $10M by keeping I & I up.
Mr. Lay explained man hole pans that fit below the man hole lids. Theses are pass through costs. $50,000 for consultant services for the I & I.

TREATMENT PLANT
Long term plan for sludge removal - Mr. Lay would like to look for a property.
Discussion of a plant in Lebanon - combine, wood, sludge, tires and sell to farmers as fertilizer.
Alderman Fuqua asked Mr. Lay if we could go forward with a realtor to begin looking for a property for sludge removal.
Discussion of structural issues on the oxidation ditch. We received a settlement of about $500,000 but it will be about 1-2 million to fix but we just haven't gotten that far along.

UTILITY BILLING ADMIN & COLLECTIONS
ETS - service to accept credit card payments
Patti reviewed items.
Request for additional Utility Billing person.

7. 416-MS4-Stormwater

8. 611-Library Memorial Fund

9. 619-Drug Fund

3. Concerned Citizens

4. Adjourn
Meeting adjourned at 8:52 p.m.

April Goad, City Recorder

Rick Graham, Mayor

City of Spring Hill - BOMA Special Budget Meeting - 04/16/19