

AURORA CITY COUNCIL MINUTES

*Aurora City Hall, 2 W. Pleasant, Aurora, MO 65605
Tuesday, November 5, 2013 at 6:00 p.m.*

I. Call to Order:

The meeting was called to order at 6:00 p.m. by Mayor Barton.

II. Roll Call:

Mayor Linda Barton
Chairman Pro Tem Ramirez
Councilwoman Rentfro
Councilwoman Colwell
Councilwoman Henderson

All council members were noted present.

III. Agenda: Budget Work Session

City Manager Randall presented opening statements before council met with department heads on the following items:

- A list was distributed to council for 2014 anticipated repair.
- A photo of a subdivision in the city defined an area of the city where a street had not been asphalted that dated back to the 1880's.
- The Affordable Health Care Act was discussed and pointed out what an impact it would have on the city and businesses. A full time employee as it is presently defined in the municipal ordinances would have to be redefined. The new IRS ruling states that an employees who are allowed to work on average 30 hours per week will be considered fulltime employees and therefore eligible for health insurance benefits. The Safe Harbor period and Measurement Period for a 2015 implementation would be 2014.

Administration feels Council needs to determine whether they want to pay health care benefits for seasonal employees and/or volunteer fire employees. If the council's choice is they do not want to pay health care benefits for those employees steps will have to be initiated to ensure those employees work less than the 30 hours beginning in 2014.

- The budget was presented as a balanced budget with a 0% increase in salaries. Information was presented to council on the Consumer Price Index showing an increase this year of 1.5%. Options were presented to Council for salary increases, upgrading LAGERS Retirement benefits as well as an option to put more money into demolition of homes.
- Council was instructed to meet with each department head and listen to their needs. Another meeting would be planned to review all requests.

Administration

In previous years expenses for the mail machine and copier leases were cost accounted through all departments within the General Fund. In 2014 Administration will fund the total amount of the expense. Funds that were previously budgeted in the other GF departments were taken from their budgets and allocated to the Administration Fund for future payment. Likewise, Administration will assume paying the total expense for annual license fees and software support for software modules purchased through Data Technologies. Funds were also moved from each respect department and reallocated to Administration.

Council previously voiced concern over the disheveled condition of the carpeting in the council chambers. City Clerk Needham had a company look at the carpeting. Their recommendation was once carpet that has been glued down lets loose, it can't be repaired. She had them give a bid for replacement carpeting. Council will need to determine whether they want to replace the carpeting.

City Manager Randall mentioned the atrocious color of the chairs in the city clerk's office. The City Clerk has contacted two upholsters for quotes on recovering the chairs. The first quote was from a local company suggesting to take off and remove all the tacking around the chairs for \$22.50 a chair or for a total cost of \$447.00. The opposing quote was from a company that other city departments have previously used which suggested keeping the tacking on the chairs and to round the cushions out instead of leaving them square. They felt the tacks lent to the ambiance of the offices and to take that away would not look professional. Their quote was for \$589.20. Council will need to make the determination if they think the request is viable.

City Clerk Needham also expressed that the Finance Department had been paying the total expense for the annual audit. Because the audit is done for all aspects of the city it was proposed that Council needed to make the determination whether Finance should continue paying the entire expense or whether all funds should share in the expense (General Fund, Transportation, Wastewater, and Park Fund).

Funding were allocated several years ago to Administration to purchase Human Resources software when the accounts receivable and payable software was purchased. The company never finished developing the human resources software so the funding has sat idle for the past several years. The department is now recommending using those funds to purchase an ACH module to attach to the present software the city has to do payroll through ACH transfers instead of issuing paper checks. The cost of the software, training, licensing fees and annual support fees would run around \$2,200. Council will need to make the determination if they want to make the transition over to doing payroll through ACH.

Council

If Council wants to attend any training sessions money will need to allocated to the department.

Public Facilities-Planning & Zoning

More money for expenditures is needed for demolition of homes.

Finance/Ec. Development

A mistake of \$1,000 was made when formulating budget sheets and needs to be added back to the Finance Department Budget.

Three computers need to be upgraded to Windows 7 in 2014 because Microsoft will no longer support XP. Council will need to add additional funding for this purchase.

Police – E911

Additional funding was given to the Police Department to pay the lease purchase on one vehicle and to add another lease purchase for another vehicle. This will increase their fleet to three new cars. The department houses a Reserve Program with three officers participating.

Fire

Fire Chief Ward stated that he tried to replace five sets of bunker gear per year. The 2014 budget only afforded him to purchase four sets of gear. Because of a price increase his Line Item 6210 would need to be increased by \$200 to complete his purchase. The cost to purchase five sets of gear would run \$6,500.

PFF-Police –Fire

Narrow banding width has degrees radio range. When officers are out of town is literally impossible to reach the station via the radio system. They are using personal cell phones to call back to the department. Radiophone has looked at the system and just to replace the repeaters will cost \$28,000. That is just to replace the startup equipment. Labor is not included in this figure. With the update Police and Fire would each have their own signals. New technology offers putting repeaters in each police vehicle for \$3,000 which is not an option according to Chief Witthuhn. This is a safety issue for each department and each Chief requests Council to consider this request.

The Police Fire Facility was built in 2004/2005 and is now in need of being repainted. Bids were taken last year that came in at \$25,000 to paint the entire facility. Both options are very important and Council needs to carefully consider these needs.

Municipal Court/Airport

Judge Hager is being forced to retire due to age restrictions for Judge's. His last court date will be February 4th, 2014. The City will need to advertise for a new Judge.

The Court is requesting an additional \$300 in their budget to purchase a security wand for security purposes.

The update on the Airport Layout Master Plan will take two years to complete. There is still \$173,000 left in Federal Funding and another \$150,000 will be received in 2014.

Park – Cemetery – (Transportation Fund) – Street – Airport-Court

City Manager Randall stated that some revenues coming into the Transportation Fund are restricted to Transportation use only while others are not. His concern was the department is always asked to spend their time working for the parks as well as other departments which detracts from their payroll that is being funded through the Transportation Fund. In 2014 Council will need to approve the department working for other departments. Time will have to be tracked to ensure salaries coming from Transportation Fund, for those projects, do not exceed the amount of revenue that is unrestricted in the Fund.

Seasonal workers are also employed in the Park and Cemetery. Council will need to consider whether they want to pay for health insurance benefits for those employees. Several options for the seasonal employees were discussed such as reducing the number of hours they work to twenty hours per week and hiring twice as many workers.

Council will need to determine if they want the Transportation Fund to share in the cost of the annual audit.

The possibility of an overpass was discussed with the mention of the next MoDOT meeting being scheduled for Nov. 7th at 6:00 p.m. at the Community Center. A general consensus must be made in order to move forward or MoDOT will move on to another location. No state money can be used on an overpass. STP funds may possibility be held over to assist with the city's share for an overpass. The problem is those funds can only be held over for five years.

The city entered into an agreement years ago where the backhoe and loader are traded in annually. The Cemetery backhoe will be paid off in 2015 and if it can be kept to under 500 hours the hope would be that the same agreement can be made with it.

No new mowers are scheduled for replacement in this budget. The department is looking at purchasing a good used lift for the shop if it can be found. All repair and maintenance is performed within the department.

Wastewater

Dropping revenue is a major concern for this department. Algeier Martin, an engineering firm, has been contacted to get an estimate for a rate study. The cost for the study may be included through the grant process. Revenue has dropped by \$70,000 since 2011. The only factor known is many families are living together and not supporting individual households any longer.

Infiltration and Inflow has not been addressed in this year's budget. Orvil was concerned with this as it is a consideration in his operating permit on how the city plans to deal with this problem. A report has to be sent in annually to DNR stating what progress had been made annually on infiltration and inflow. \$0 dollars has been budgeted for 2014.

Money has been budgeted to replace the three old pumps that are no longer working.

Smoke testing has been performed on one half of the sewer lines town. Council is going to have to consider on how to resolve the problems of enforcing property owners to fix

their lines. A possibility might be for Council to develop a program to help property owners defray the cost of repair and replacement.

The bar screen grant is progressing and preliminary drawings should be submitted soon.

Pool

Seasonal workers are employed by the pool. Council will have to consider whether they want to cover these employees with health insurance costs. If employees are kept to the 28 hour per week rule the pool will have to hire many more workers to cover the time the pool is open. Last year every guard that applied was hired. This might ruling could cause the pool to be closed from time to time because of the lack of lifeguards.

Park Board

President Theresa Pettit handed out information on the parks including their project annual budget.

In a 2009 survey pool improvements, playground improvements and a walking trail was identified. The board has diligently spent their time and efforts in these areas. Ground is scheduled to be broken in the spring of 2014 for the walking trails. The purpose of this grant is to connect the parks and school together.

The cost of the pool improvements cost \$136,000 with the city contributing \$50,000 toward the renovation. Lounging chairs and umbrellas are slated for purchase within the new budget.

An update on the Master Plan for White Park has been done. Because of safety concerns the Park Board has allocated \$15,000 from their budget to improve the entrance to the swimming pool. Additional parking spaces and a circle drive for ease of delivering and picking children up will be provided. Landscaping is also another priority that the park board has on tap for this next year. Additional features could be added to spray features in the pool. The board hopes to generate interest throughout the community in hope that donations might be made toward that project.

Improvements have been focused in White Park and will continue throughout 2014. In 2015 efforts will be focused on Crosby Park then on the Baldwin Park.

YMCA registrations have begun and will continue through November. The contract expires in March and they will need to know by that time the city's intention on whether they want to continue the program.

Verona Schools has approached the park board to use the softball fields in White Park. The program would start in the spring of 2015. Theresa talked to the Aurora School about the matter as the park board already has a use agreement with them for the use of the armory. The school did not have any objections to the arrangement. Negotiations are ongoing with the Verona schools. They are being asked to donate one to two pallets of turface for the field usage.

Information was distributed from a promoter that wants to put on a three day Christian Concert in Baldwin Park on July 25-27th, 2014. Council will take under advisement and will consider the event.

ITEMS COUNCIL NEEDS TO MAKE A DETERMINATION ON:

- Does Council want to replace the carpeting in the council chambers/offices on the second floor of city hall?
- Does Council want to upholster the chairs in the City Clerk's office?
- Does Council want to purchase the ACH module through Data Technologies and start doing payroll through Ach transfers?
- Does Council want to increase employee's salaries?
- Does Council want to upgrade LAGERS Retirement benefits?
- Does Council want all city funds to share in the cost of the annual audit?
- Does Council wish to allocate funds for Council training?
- Does Council want to add \$1,000 to the Finance Budget to upgrade computer software to Windows 7 as well as the additional \$1,000 that was inadvertently left out of the budget?
- Does Council want to allocate additional funding for demolition costs?
- Does Council want to increase the Fire Budget by \$200 to purchase four sets of bunker gear?
- Does the Council want to increase the Court Budget by \$300 to purchase a security wand?
- Does Council want to provide the cost of health insurance benefits for seasonal/volunteer fire employees?
- Does Council want to approve painting the Police Fire Facility?
- Does Council want to approve the expenditure for replacing the repeater at the Police Fire Facility to allow Police and Fire to each have their own signals?

IV. Adjourn

Motion was made by Rosemary Henderson to adjourn the meeting at 8:55 p.m. Councilwoman Rentfro seconded the motion. Motion passed with all members voting in favor of the motion.

APPROVED:



Linda Barton, Mayor

ATTEST:



Kathie Needham, City Clerk, MMC/MPCC

Posted 10-30-2013 by Kathie Needham, City Clerk