

Kimball City Council
Budget Workshop
August 15, 2013

A budget workshop meeting of the Mayor and City Council was convened in open and public session at 5:00 p.m. on August 15, 2013 at the City Council Chambers. Mayor Schell and Council members Warner, Shields, Christensen and Morrison were present.

Notice of the meeting was given in advance by publication in the Western Nebraska Observer. Notice of the meeting was given to the members and a copy of their acknowledgement of receipt of notice and the agenda is on record at the office of the City Clerk. Availability of the agenda was communicated in advance notice and in the notice to the members. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public except as otherwise indicated.

Also present were Park and Recreation and Cemetery Superintendent Williams, Economic Development Director Bowling, Police Chief Huff, Library Director Sears, Roads Superintendent Ryschon, Electric Utilities Superintendent Hinton, Water Superintendent Ford, Event Center Director Griffith, City Administrator Ortiz, City Clerk Russell, and City Treasurer Strauch. The public was represented.

Schnell called the meeting to order at 5:06 p.m. and the Pledge of Allegiance was recited.

Schnell acknowledged the posted Open Meetings Act poster.

Council member Morrison arrived at 5:10 p.m.

Schnell asked for review of the budget from supervisors that were present. The following supervisors reviewed the budget for 2013-2014.

Jeremy Williams, Park and Recreation and Cemetery Superintendent, was present to review the budget for the Cemetery. The budget reflects an additional employee to help with the mowing season, etc. Discussion was held on the capital expenditures and Williams has been looking at possible solutions for watering. Ortiz commented on a water wheel. It will be cheaper to go that route as opposed to having a contractor repair the sprinkler system. Williams commented on the training line item and said that continuing education is strongly stressed due to the certifications required for pesticides and this also provides overall better maintenance practices. Warner can't see having two full time people at the Cemetery and Ortiz indicated during the off-season they will be doing some maintenance on the equipment and perhaps assisting other departments. One full time employee is not enough during the summer. Ortiz also commented on the proposed amendments to the Cemetery rules and regulations. With two full time employees, the Cemetery would only need one or two seasonal employees. Schnell said that with everything that has been going on with the Cemetery, there was a big meeting last year over the conditions of the Cemetery and it was commented at that time that more employees are needed. With only one full time employee, the Cemetery is not able to keep up with the level that the public expects for their loved ones. He thinks the City can make justification for that other person and appease the citizens who have loved ones in the Cemetery. Morrison inquired how long they can do outside work and Williams said it depends on the weather, from 9 to 11 months. Ortiz said winter is the only period that is

really a “down time” when they can get caught up on the equipment maintenance, training and certifications. Now that the gate opening and closing has been done away with, he might want to stagger the second employee’s shift. Pat Sibal, Cemetery Board Chair, said it is more than a one full time person job and he does believe it is enough for two. Maybe in the winter months that person could work in some other department. Ortiz commented that a full time person takes more pride in the quality of work and also commented on work ethic of full time versus seasonal employees. Christensen does agree that people who are employed on a full time basis have a different attitude. Warner inquired if the Water and Electric Department employees can help with the irrigation and lighting projects and Ortiz indicated that is typically the time those departments have their own needs and demands. Discussion was held on the donation and the tee marker advertising.

Jan Sears, Library Director, reviewed her yearly report and budget numbers. The Kimball Public Library serves as a learning, educational and recreational center for the community by providing information to meet their personal, educational and professional needs. Special emphasis is placed on supporting students in all academic levels and on stimulating young children’s interest and appreciation for reading and learning. The library continues to be connected with 17 other libraries through the Panhandle Library Consortium allowing patrons to access holdings in other libraries. The Prairie Tales Oral History Project was organized to carry on with past oral history projects. There are many tasks to complete this project but it is important to capture history of the current time to pass on to future generations. The library budget has increased by \$40,000 due to wages and carpeting costs. The Friends of the Library are soliciting donations to raise money to assist with the installation of the carpeting and Sears is getting carpet quotes for the entire building. The library is open 34 hours a week. Sears explained that the County also provides funds and she has requested \$9,000 from the County Commissioners. Sears has also budgeted for removal of the boilers. Schnell said with another employee at the cemetery, the City should be able to get employees together to get that boiler out.

Jim Ryschon, Roads Superintendent, was present to review the budget for the Roads Department. He is still trying to put some money together for a street sweeper. \$65,000 has been put away for three years. The street sweeper is ten years old. Shields inquired if there was any resale value in the old street sweeper and Ryschon indicated when they traded in the last one, they received \$20,000. Comments were made on the necessary cash reserves of \$100,000. Discussion was held on the tar pot and the turning lane. Christensen inquired about how the City is going to end up with the amount of money to replace the street sweeper if the cash reserve is not increased and Strauch indicated it is increased every year. Ortiz said it can be taken out of the expense line item and moved down to the reserves. Strauch commented on the state funds and discussion was held on the underpass grant.

The Parks Department budget was reviewed. Ortiz said vandalism in the parks is an on-going problem and the City plans to install security cameras in the parks. The camera footage will be able to be accessed via Wi-Fi and can be monitored remotely. Huff commented on the game cameras that are currently in place. The batteries are getting run down due to the constant motion. Another problem with the game cameras is they use a memory stick and if it fails, there is no more memory. The cost of the cameras is not that much more than what has been spent for the game cameras. Warner expressed disagreement with having audio capability and Huff said there is no expectation of privacy when people are in a public place. Huff said audio would help in the investigative process.

Warner said she doesn't have a problem with cameras but has a problem with having audio. Strauch indicated that City's insurance carrier has suggested signs be posted so that people will know they are being recorded. Ortiz indicated it would not be a problem to post that "audio/video surveillance may be used". Shields asked about the \$10,000 missile expense and Ortiz indicated that is the cost to remove the missile from the park. Discussion was held on the chemical expenditure and cost and Ryschon explained they had some chemicals remaining from last year. However, they have had to purchase more and those costs will be reflected. The total won't be \$2,000 but will be pretty close.

Police Chief Huff was present and reviewed the budget for the Police Department. Warner inquired about the \$60,000 in revenue from federal funds and Huff indicated that is grant money expected for the School Resource Officer; 75% of salary and benefits for three years and Kimball will have to pay for the fourth year. Discussion was held on the \$180,000 amount (\$60,000 x 3 years) and Warner believes the figure should be changed if the total amount is \$125,000 instead of \$180,000. Ortiz will review this figure. Discussion was held on the training amount and Huff indicated this is just for the academy. He said there will be four individuals going through the academy in October and ammunition needs to be purchased for them as well. Discussion was held on having agreements with the police officers and it was indicated there are agreements in place. Ortiz commented on promissory notes and if officers do not complete the guidelines, payment plans are set up. Shields inquired if this will include the SRO and Huff indicated the SRO is paid out of the grant funds. The equipment will come out of training. Building maintenance has increased to \$20,000 due to extensive water damage to the space directly east of the Chief's office. Ortiz said they are not sure of the cause of it; however, it is settling and there is a crack on the west wall. The City's insurance carrier has indicated that it is not something that will be paid for out of insurance. Therefore, the costs are budgeted to repair that room as well as the floor underneath before any other damage occurs. Discussion was held on the ammunition costs.

Water Superintendent Ford was present and reviewed the budget for the Pool. Capital items proposed include sandblasting and re-epoxying the swimming pool for \$12,000; installing an ADA compliant lift for \$6,500; replacing the vacuum for \$2,000; and installing hot water to the four sinks as required by Health and Human Services for \$1,000. Shields inquired what training would be required as a result of the pool lift and Ford said he doesn't know. Further discussion was held on the lift and Ford indicated it may be a hydraulic lift. Warner asked if all the capital items proposed need to be done this year and Ford said the sandblasting should be done. The vacuum does need to be replaced but probably not this year. The \$1,000 to install hot water is required by the Health Department and the pool lift is also required. Shields asked about a grant opportunity for the lift. Ortiz said that they would be open to use Keno funds for this and Warner said that would be an excellent use for Keno funds. This will reduce the capital expenditures line item to \$15,000. Ortiz said the request for Keno funds will be put on the March agenda.

Event Center Director Griffith was present and reviewed the budget for the Event Center and the Fitness Center. She distributed a statistic report for the Event Center. Discussion was held on the proposed renovation of the Event Center and Schnell commented on a matching grant for \$250,000. The renovation would entail the bathrooms being handicap accessible and basically updating the entire Event Center. The entire \$250,000 grant amount would be requested so it needs to be budgeted because if the amount is not budgeted and the grant is received, it cannot be spent. Griffith indicated County Clerk

Sibal has informed her she can apply for a grant for the front door. Discussion was held regarding the internet in the Event Center. Ortiz also indicated that security cameras (video only) will be installed in the Event Center and the Fitness Center. Griffith will have a monitor in her office and there will also be remote access in City Hall. It is planned to purchase a stair climber machine for the Fitness Center and a treadmill will have to be replaced.

Economic Development Director Bowling was present and he and Ortiz reviewed the budget for Economic Development. \$5,000 has been budgeted for grants/administration fees; this would cover the third party administrator costs for any grants received. The legal and professional fees have increased due to traffic studies that are required to be done. A car count machine will be purchased or an engineer will be hired to do the traffic study. Warner inquired about an employee counting cars and Ortiz said that more developers like to see a computerized system in place. Schnell inquired about budgeting for the comprehensive plan and it was indicated the comprehensive plan is budgeted under the general fund. Travel Expenses have increased to \$6,000. Ortiz said there are some trade opportunities that Bowling should attend to show a Western Nebraska presence. He also commented on the international Economic Developers Conference and certification as a certified community. Also under legal and professional fees, Bowling is in the process of creating a new Economic Development website. It will be crucial to get key information on the website.

Ortiz reviewed the following department budgets.

- Community Development. This is a mirror image of last year's budget. Community development is mostly bonds and donations and debt service.
- Fire Equipment/ Maintenance. They are putting money away for equipment.

Warner inquired if the budget is based on the lid and Strauch explained allowable growth. Discussion was held on the lid laws and Morrison said if we are cutting under the lid law, we are cutting our own throat. Warner said not every single penny needs to be spent and would like to see the mill levy stay at 43 cents. Discussion was held on planning for more in sales tax and reducing property tax. Morrison indicated he would be comfortable with increasing it to \$550,000 and Ortiz said the numbers will be adjusted. Discussion was held on the 1 ½% COLA and 3% step and grade pay increases.

There being no further discussion, Christensen moved and Shields seconded to adjourn the meeting at 7:50 p.m. On roll call vote, the following votes were recorded. Aye: Warner, Shields, Morrison, and Christensen. Nay: None. Absent: None. Motion carried.

James Schnell, Mayor

Rosemarie Russell, City Clerk