

**CITY OF CARUTHERSVILLE
October 11, 2016**

BE IT REMEMBERED the Council of the City of Caruthersville met in special session in the Council Room in the Municipal Building on Tuesday, October 11, 2016, at 5:00 p.m., at which time and place the following were present:

Mike McGraw	Mayor
Takella Motton	City Clerk
Lawrence Dorroh (Absent)	City Counselor
Tony Jones (Absent)	Sergeant at Arms
Cheek	Councilperson
Hood (Absent)	Councilperson
Merideth	Councilperson
Harmon	Councilperson
Rodgers	Councilperson
Duckworth	Councilperson
Bullington	Councilperson
Cartee	Councilperson

The number of members necessary to consider a quorum being present, the Mayor called the meeting to order and announced the meeting was in session for the transaction of business.

Rebecca Morgan reported that she had met with Nora Duffy, Hayti City Collector, to see how her program was set up to handle tax preparations. Ms. Duffy told Ms. Morgan that it took her 1 to 2 weeks to get everything accomplished for the November mail outs. Ms. Duffy hires someone for this time of the year; they cut and stuff the envelopes while the Collector puts data into the computer. With Hayti's time frame being 1 to 2 weeks, Caruthersville would be 2 to 4 weeks with its volume. Rebecca Morgan has brought in an additional \$40,000 since taking office, and is still learning. Ms. Morgan is requesting to hire someone for a month to transition into her busiest time of the season as smoothly as possible. Councilperson Cartee motion to hire someone part time for a four week period, entry level, per salary schedule, second by Councilperson Duckworth, which resulted in the following vote:

Cartee	Yes	Cheek	Yes
Merideth	Yes	Harmon	No
Rodgers	Yes	Duckworth	Yes
Bullington	No		

Councilperson Bullington presented an outline for the budget starting with the General Fund. Under Administration it was decided that all the cleaning for each department would come out of it instead of the current Recreation budget. It would be easier to keep track of instead of trying to budget for each department. The retirement plan will have to be adjusted by \$9,000 less for the Police department and by \$2,000 less for the Fire department. Animal Control is budgeted for \$200 for adoption fees and owner pickups, and the overtime has been corrected. Park & Recreation will not be replacing Spencer Royer. With admissions being down, it was suggested to order ropes to help avoid

someone just walking through. Infrastructure is budgeted for every year, and it is not being used. The \$20,000 for the 50/50 match for sidewalks needs to be made aware of by the citizens, and the application process reviewed by the Street & Sanitation committee, with any remaining applications being carried over to the next year. The additional \$20,000 budgeted for sidewalk repairs are for the ADA ramps. The Armory sidewalk will be budgeted for the \$8,000. Municipal Court salaries will increase by Pam Peeler's \$50 per week. It was decided that anything outlined in the General Fund could possibly be moved to the Sales Tax Fund or Capital Improvement Sales Tax if it qualifies.

The Sales Tax Fund was broken down by departments; Street department is budgeted for \$585,000 for street improvements, which includes money from the prior year in which expenses were not paid for. Street equipment is budgeted for \$25,000 for the repair of the old backhoe, \$8,000 for drain pipes, \$10,000 for parking lot sealer for one of the parks, \$85,000 for the W. 19th Drainage project, and \$8,000 for reflectivity signage. There was discussion as to funding of the W. 19th St., and completing the Adams St. project, from Belle to East 9th, Maple, to 7th St. Both projects were tabled until cost estimates of both projects are determined in order to make a decision for either one or both. The \$58,000 excavator will not go into the budget. There will be a budget for \$25,000 for radios, \$6,000 for self-contained breathing apparatuses, and \$34,000 for a water vehicle, the second vehicle will not be included. Park & Recreation is budgeted for \$10,000 for field work and \$20,000 for pool work/pool room, the \$20,958 outdoor park equipment will be held off for a grant proposal. Police & Fire is budgeted for \$8,475 for bunker gear, \$2,875 for fire helmets, \$5,000 for insta chains, \$2,433 for equipment/hose, and \$4,000 for a light bar for engine 3. The \$34,000 for a fire chief truck and \$34,000 for a police vehicle has been eliminated. There will be an addition of \$10,000 for bulletproof vest, instead of it being taken out of Asset Forfeiture. The library eliminated \$5,000 for a copier by getting a grant.

Street Department Fund; Terry Rushing's salary is paid out of administration at 50%, 25% from the street fund, and 25% from the sanitation fund, which may change, depending on what is done about Code Enforcement.

Sewer Extension Fund; the Magnolia project has been paid in full, it was budgeted for \$45,000, and the payments went over by \$769.28. The lift station motors are budgeted for \$60,000, and \$40,000 for the clarifier repair.

Cemetery Fund; the request for \$13,000 plus \$500 annually for renewal for mapping software died for lack of a second motion after motion was made by Councilperson Rodgers.

Library Fund; every year \$100,000 is transferred out of the General Fund to go into the library fund. It is possible that a half percent tax can be imposed to reduce the amount taken out of the General Fund.

Sanitation Fund; there is deficit spending; money has to be taken out of the General Fund to compensate for it. In order to comply with the bond covenant, the sewer fee has to increase. This can be accomplished by taking \$1.00 from the garbage fees and applying it to the sewer fee. We are actually making \$3.00 extra with the garbage fees, which is a \$1.00 more from last year.

Airport Fund; it is showing a deficit, but once a correction is made there will not be one. In the future, if there is a deficit, it's suggested to transfer from the Sales Tax Fund instead of the General Fund. If there's deficit spending for the police school budget, money will be transferred from Asset Forfeiture. The Economic Development Fund will have \$4,153 less in revenue because of an error, and the \$15,000 proposed salary for Economic Development will be eliminated. The Tourism Budget is in deficit spending, which may be eliminated once uncollected tourism taxes are paid. We may also have to look at having fireworks come out of Economic Development instead of Tourism. The Sales Tax Capital Improvement Fund will be at \$826,895.15 once the HVAC for the Recreation Center is paid for. The Community Revitalization is budgeted for \$5,000 for completion of the riverfront. The Water department budget will have adjustments after insurance for Elizabeth Hardesty has run out after November 30, 2016. The \$100,000 for the Scada System can be moved to the Sales Tax Capital Improvement Fund, and an adjustment will be made for the new hires. Paul Shaw salary was split up between two departments, and now will be in the Water department only. Asset Forfeiture; police equipment will be \$6,000 instead of \$12,000, and the K-9/Equipment/Training of Officer for \$20,000 has been taken out.

After further discussion about both drainage projects, Councilperson Harmon motion to budget for the Adams and W. 19th projects, second by Councilperson Merideth, which resulted in the following vote:

Cartee	Yes	Cheek	Yes
Merideth	Abstain	Harmon	Yes
Rodgers	Abstain	Duckworth	Yes
Bullington	Yes		

If the City continues with the 1.5% salary increase it would cost approximately \$32,000 or if it considers a \$400 increase for full-time employees only, the approximate cost would be \$22,000. The Lagers retirement plan proposed at a L3 would cost approximately \$27,000 for this fiscal year and would increase to \$33,862 starting July 1, 2017. The new regulations for the new overtime rule will affect some of employees. Keith Davis will have to be brought up to the new rate of \$47, 476, because his overtime would push him over the required exempt standard. Teresa Tidwell would have to document any over-time, which is very little with the new hires. Takella Motton is already hourly. Randall Waldrop who has been considered as salary, but is not exempt, will have to clock in and out. Some of his duties may have to be taken on by someone else in the event he gets too much overtime.

The Code Enforcement salary will have to be figured in once a decision is made.

The salary increases were tabled, Councilperson Bullington will revise the budget with and without the salary increase for comparison. Councilperson Harmon made a motion to increase the retirement to a L3, second by Councilperson Merideth, which resulted in the following vote:

Cartee	Yes	Cheek	Yes
Merideth	Yes	Harmon	Yes
Rodgers	Yes	Duckworth	Yes
Bullington	Yes		

There was discussion about the salary schedule increases needing to be gauged by evaluations rather than automatically giving raises based upon tenure. There was also discussion of employees still getting raises that had surpassed the salary schedule. Both situations will be dealt with at a later time. The Fair Labor Standard Act may have an extension for the new overtime rule after the December 1, 2016 effective date, so no action will be taken at this time as for as salary changes. There was also more discussion about the various options for the Code Enforcement position. Hire someone that can issue citations, or hire an additional person for the street department, and Terry Rushing continue as Code Enforcement officer. Councilperson Duckworth made motion to accept all the changes for the budget except those that were exempt or tabled, second by Councilperson Merideth, which resulted in the following vote:

Cartee	Yes	Cheek	Yes
Merideth	Yes	Harmon	Yes
Rodgers	Yes	Duckworth	Yes
Bullington	Yes		

Councilperson Cheek motion to adjourn, second by Councilperson Harmon, which passed unanimously, with the meeting adjourning at 6:38 p.m.

ATTEST:

City Clerk

Mayor