

**Troy Council Budget Meeting  
City Hall Office  
August 16, 2012  
7:00 pm**

The meeting came to order at 7:30 pm. Present: Mayor Tony Brown; Council: Phil Fisher, Crystal Denton, Joe Arts, and Fran McCully, and City Clerk Tracy Rebo.

**GUESTS:** None

**PUBLIC COMMENTS:** None

**FY 2012/2013 BUDGET REVIEW - Wages**

Mayor Brown opened the meeting and turned it over to City Clerk/Treasurer Tracy Rebo. Rebo advised that she included in their packet; an expenditure budget with only wages in it. She explained each page and answered questions. Rebo reviewed what fund each employee is coming out of, and advised that they are based on 2080 hours. McCully questioned time cards for tag day in the electric department. Rebo explained that the hours in question were also meter orders and disconnects. Crystal Denton asked Rebo how much the City pays per month for each employee for health insurance. Rebo answered; \$811.40.

McCully would like to budget for some good oil patch and dry wells. She added that the Public Works Director had told her he could fix the water run-off issues next to her home with a dry well. McCully continued she would like to see an upgrade on the phone system and computer upgrades.

Rebo presented the Council and Mayor with a solution for the overtime worked in City Hall. She stated that she would like to close the office from Noon to 1:00 pm to assure that nobody works through their lunch hour. Mayor Brown answered no. Mayor Brown gave his recommendation of one person working 8 to 4 and the other person from 9 to 5 with no break. McCully suggested staggering the lunches like before. Discussion followed regarding what employee would be doing each shift. Rebo brought up the issue of vacation and sick days not having 9 hours of coverage in the office. McCully suggested opening later. Mayor Brown agreed. Denton suggested calling in the employee that sometimes filled in before for emergencies too. McCully stated that an emergency can turn into an everyday schedule. Denton stated she would like to see the position for emergencies. There was discussion on budgeting 40 hours.

**EXPENDITURES:**

Mayor Brown stated that his goal this year was to save the City \$50,000. McCully asked; so you don't want to order oil for patching streets. Brown answered; last year when conditions were worse, yes I wanted it; but this year; I feel the crew has the holes filled and as long as they keep filling them, I'm not seeing the need for a big expenditure. Discussion held on different ways to repair potholes.

Rebo asked if they still wanted to budget \$2,800 for consultant services. She explained that it is for the County Planning agreement with the city, the consulting accountant that helps with

yearend adjustments and prepares for audit, the maintenance of the website, and maintenance for the codification. Discussion followed.

Rebo offered print outs of the expenditures. Fisher stated that he didn't want to budget for training services. McCully agreed. Fisher stated that the training for the Court has to stay in as the State said he had to attend.

Accounting and auditing is for Nicole to come in. McCully asked if this is the total of what the City pays her. Rebo answered; no, this is the General Fund portion. Her total bill is around \$7300 per year for about 32 hours in Troy, but there is prep work prior to her arrival and comes back to do her exit.

Rebo moved on to legal services. She recommended increasing it due to an email received from Mr. Evans stating his charges for all time loss from the time he was let go in February until the time he was re-hired. McCully stated it is a small percentage and it's not for all time loss. Mayor Brown stated he thought it was for work he had done on the code. Rebo replied; that isn't what the email says. The email reads "*partial payment of fees lost during period after illegal termination, \$2000*". Denton stated that she had a problem with that. McCully stated; I'm ok with it, I feel that he lost more than that in the three months and I don't know where we would have come out with a legal law suit on this. It was \$6,000, so I think settling for \$2,000 is ok. McCully asked Brown; were you under the impression it is just a partial payment? Brown answered; reading this, it looks like it is a partial payment of \$6,000. Brown asked; was it the hours he put in on the codification? McCully answered; no, it was the balance of his contract and being terminated, he lost that income. Crystal Denton stated; when somebody is terminated, they can't come back and ask for the money they lost unless it really was an illegal termination and I don't think it was. Joe Arts agreed and stated; that has never been established. Discussion was held on what Mr. Evans had intended the charge to be. Brown stated we need to get better wording on it if we're going to pay the claim. Brown questioned item on invoice regarding Evans work on easements. The Power Manager Clint Taylor had gone to Evans office regarding easements. Brown continued, on the 13<sup>th</sup> he charged for a call to Fisher. Fisher advised that Evans did call him with a concern that the IBEW representative, Larry Langley, was concerned that the City is ignoring him. He wanted us to get a message, to Langley stating that we are not done with the Budget, and until we are done with that, we can't make an agreement with the Union. Rebo stated she will increase the fee for services by \$2,000 with a note stating that Evans needs to clarify that no other fees will be requested.

Discussion was held on general fund expenses.

Rebo advised that she has all the figures in for law enforcement. She added that Chief of Police went very minimal when deciding his budget; however, his training can still be reduces as he still has over \$1,150 police pension and training. Mayor Brown asked how much it costs to send an officer to the academy. Rebo answered; about \$1,200. Denton asked if that amount included per diem. Rebo answered; no. Rebo suggested cutting the \$3,000 in half for training and if a new officer is hired, make the appropriation then. There was discussion on how much training is required for keeping the POST certification and how much they have completed toward that. Rebo suggested taking overtime down 8,000 and adding 6,000 in motor vehicle maintenance.

Fire protection was left the same other than the \$40,000 for small items from last year's air packs. Also she advised that she increased motor vehicles adding \$1,500 because they have done about that much in repairs to the bucket truck that was given to them.

City leased properties now has wages as part of the cost allocation because the janitor cleans the hallway and public works does repairs. Utilities have been reduced to \$8,000. Rebo explained that there was only \$7,284. She asked if it needed to be more because water and sewer is now a constant monthly charge. Rebo advised that there is emergency clean up in there and asked if they wanted her to keep it in. Discussion followed.

Rebo reported that the budget for building inspections is money in and money out. McCully stated that Brown had brought up the possibility of the Public Works Director being the Building Inspector. Brown replied; yes, why not. Rebo advised that he needs to be certified. Denton stated that we need to know the requirements. Fisher added; then we are not outsourcing the money, we pay him by the hour anyway. Brown asked Rebo; so if we have him do it, do we get to keep all of the money. Rebo answered; yes.

Street lighting includes the lighting for the Christmas tree. Rebo explained that street lighting is \$588 per month, which is \$7056 yearly and added \$400 for the Christmas lighting. Discussion followed regarding the new lights.

Rebo advised that there are now wages in the cemetery budget because of the cost allocation. McCully asked where it came out of before. Rebo explained that there has always been a cemetery account, however; now there is wages.

Arts wanted to discuss animal control. He stated his thoughts that an animal control officer is needed. McCully disagreed. Arts continued; there is too much training and vaccinations required for the police department to do it, as well as the time they are away from the City while they are taking animals to Libby. McCully stated; we have a contract with Debbie's Pet Grooming to place animals there and we could work any number of ways to get a dog to Libby. Discussion followed regarding why it was eliminated and possible solutions to the transportation of animals. Rebo advised, since everyone has mixed feelings about it, move on and bring it up in more discussion. Brown agreed.

Park maintenance and development was discussed. Rebo advised that there are now wages in this fund. She asked how much they wanted to keep budgeted for construction. There was a donation for \$2650, and \$5000 allocated toward the landscape feature. McCully would like to keep the entire amount in. Arts would like it taken out. Fisher stated; that \$5000 was in there before the landscape feature. McCully brought up that it was the Council preceding this one, that put it in and it was presented by John Konzen. Discussion followed. Brown stated that he didn't think it would cost more than the \$2600 to do. McCully agreed. Rebo asked if an estimated cost of the landscape project can be figured between now and the next meeting. McCully stated that she had a problem with that deadline because of her recent conversation with Konzen. She stated that Konzen had said that he has no time until September, but he would get more involved after then. Rebo asked permission to leave the \$7650 in the budget but not use it until a plan for the landscape project has been submitted. McCully stated; that's fine, I figured there would have to be a plan no matter what. Arts added; and an approval from MMIA. Denton stated she would like to see the correspondence from MMIA as well.

Rebo moved on to the Safe Routes to Schools Grant; there is \$32,000 in CTEP funds and \$47,000 SRTS Grant for a total of \$79,000. The City's contribution would be about \$5,000 to match.

Health Insurance budget was discussed. Rebo explained her estimates, and added; because of the new cost allocations, there may be some appropriations later. Discussion followed.

Sprinkling: Fisher brought up that he noticed a change in maintenance from \$1,500 to \$4,000. She explained; the Public Works Director had requested that amount, and she thinks that it is for the drywells. Rebo advised that there is \$18,000 for road oil. She asked if they wanted it brought down to carry over to next year. She explained that the City can only save half of what is appropriated because this is a tax based fund. The beginning cash is \$20,000. McCully suggested starting a plan to do major repairs. It was a consensus to lower the fund in the efforts to save for next year's major repairs.

Rebo advised that she had lowered the sidewalks repairs and maintenance fund because she wasn't sure if the roads were going to be done this year or not. Fisher asked what the new already installed sidewalk is going to do to the \$4,000 budget. Rebo advised that the new sidewalk at City Hall was about \$7,000 including wages. Discussion followed regarding having the crew do the work and reuse the forms and only hire someone to do the finishing if needed. Rebo asked if they wanted to increase the sidewalk budget. It was a consensus to raise it to \$5,000. Discussion followed.

Gas apportionment: Rebo advised that there is overtime in road maintenance because of plowing. Mayor Brown stated that we never know what that is going to be. Rebo advised that health insurance for wages come out of it as well. She also advised that because the new allocation recording each gas receipt, it will show us what we are really using.

Mayor Brown excused himself from the meeting.

Rebo explained the 911 CJIN funds and let Denton know that all uses for the monies have to be pre-approved by State. SWIFT was also discussed.

**WATER:** Fisher stated that he would like to have training services brought down to \$500. Rebo advised of the new additions due to the cost allocation. She added that she doesn't see that they can cut anything other than training. McCully questioned postage. Rebo explained that it is the water's share of the monthly billing. Rebo advised of needed items for janitorial supply and asked if she could increase it by \$25. It was discussed that those items should come out of a different fund and to not increase it. McCully brought up that the director's last department report showed that he had looked into line replacement. She stated that she was under the impression that they were going to look into leak detection. Rebo explained; he is aware of some serious leaks and was going to start on line replacement. McCully stated that they had discussed the crew doing it not a contractor. Rebo answered; Norman had advised her that the City's backhoe is not powerful enough without major wear and tear. Rebo explained that the contractor would be responsible for any testing that came back, if the City did the testing and had a bad test because of the work, there would be more expense of taking care of a violation. Rebo asked to increase the budget line. McCully asked; if we increase it, they can't start without our approval. Rebo answered; correct. Rebo pointed out that if there is nothing spent in water this year, by next fiscal year, there will be more than allowed. Rebo suggested increasing

it and allowing Norman to get lines replaced. Fisher stated to put the money in there, but don't spend it unless there is approval from council prior. Discussion regarding the cost of a contractor followed.

**SEWER:** Fisher asked to take training back to \$500. Postage was discussed. McCully and Rebo discussed the increased revenue to the sewer fund. Rebo stated we are going to be \$23,000 in the hole. Fisher stated that Magda, from the State, told him that as long as we can show a plan that will put us in the black in three of four years, then it is acceptable with the State of Montana. Rebo asked; it is acceptable with Rural Development, which is the lending agency. Fisher answered; I don't know. There was discussion about taking out another loan to pay the sewer loan. McCully stated that she wants to do what we can to borrow the money from another fund and pay them back. Rebo stated; when it comes to the spending in the sewer, I've taken it down as far as it can go. Fisher said it looked pretty good to him. McCully brought up that when she looked at the time cards, Norman had one whole week from the sewer. She added that she would like to see it explained. Rebo advised that they did lift station maintenance and the blower building. There was discussion regarding what departments the public works crew worked in and time cards compared.

**ELECTRIC:** Rebo advised that training will be put down to \$3,000. McCully stated; since there was only \$200 we would like it changed to \$500. Discussion held on wages. McCully stated that she wants wild life protectors everywhere they need to be instead of waiting for it to blow. She stated; be proactive instead of reactive and it would save in overtime for when it does blow.

Rebo advised that Central Office Supplies will be used first to close out the fund. Computer upgrade was discussed.

**PUBLIC COMMENTS:** None

**ADJOURN:** Meeting adjourned at 10:05 p.m.

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Anthony E. Brown, Mayor

ATTEST:

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Tracy Rebo City Clerk/Treasurer