

CITY OF BURTON
COUNCIL BUDGET WORKSHOP MINUTES
JUNE 8, 2012, 4:00 P.M., COUNCIL CHAMBERS
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The Budget Workshop was called to order by Finance Chairman Vaughn Smith at 4:10 p.m.

MEMBERS PRESENT: Smith, Wells, Ellenburg, Martinbianco, and Haskins.

MEMBERS ABSENT: O'Keefe, and Heffner.

OTHERS PRESENT: Mayor Zelenko, Chief Halstead, Chief Osterholzer, B. Bigsby, Interim Parks and Recreation Director, G. Burke-Miller, Controller, M. Udell, IT Director, S. Bassi, Assessor and L. Young, Clerk's Office.

**PURPOSE OF THE MEETING: COUNCIL WORKSHOP TO DISCUSS THE
PROPOSED 2012-2013 CITY OF BURTON BUDGETS**

Capital Improvements, Pg. 22

Mr. Smith referenced a letter from Mr. Kray regarding safety issues.

Ms. Ellenburg said if there is a safety issue it should be made a priority and is for all the items that Mr. Kray is requesting.

Mr. Martinbianco said these are Capital Projects/Expenditures, not improvements. It takes five votes to move money out of that fund. He said the phone system upgrade is long overdue and the BSA portion was previously discussed. They are still unclear on the GIS, CIP and Motor Pool purchases. The lateral launch camera and air compressor were not necessities and the lift station rehab can be put off. If we get the grant for Kelly Lake we will be responsible for that money, but if we don't get the grant money we will use that money elsewhere. He was able to peel off \$65,000 and if someone needed something later on they can ask with justification for what they are requesting.

Mr. Wells said he was confused regarding the grant money.

Mayor Zelenko said the City has to prove that it has the money set aside before it applies for the grant to prove its commitment.

Ms. Bigsby said \$57,000 is what the Council approved as grant matching money. She had built \$5,000 in for Capital Improvements and Parks and Recreation has already begun raising the money.

Mayor Zelenko said if we don't get the grant it is the Council's decision where the money goes.

Mr. Wells inquired about the phone system and said it was his understanding we had an insurance check to pay for the phones.

Mayor Zelenko said we received an insurance check for \$15,000. The old equipment is hard to update and it is likely we need a whole new system.

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Mr. Udell said the voicemail system is bad, but not the phones. It was thought at the time that we could do an emergency replacement. We could put in a new voicemail system but if the phone system dies, then the new voicemail system will not be compatible. He had gotten two quotes from two different companies. The quotes were very far apart from each other. He has been busy with the computer project with a deadline of August 1, 2012.

Ms. Ellenburg asked if we could hire someone else to put in the phone system.

Mr. Udell said the company would be in charge of putting in the system. He would be in charge of all the customized details.

Mr. Wells said this Council is pushing how important communication is to the City. He sees companies implement new technology and phone systems everyday. He said people should be able to call and leave a voicemail and asked Mr. Udell to get a legitimate quote for a new phone system.

Mr. Udell said the number in the budget of \$70,000 is close to what it will take for a new phone system.

Mr. Wells asked Mr. Udell to ask three different municipalities what company they use for their phone systems. If we are going to spend the money we should do it right. He asked if we have anyone trained for confined spaces. He referenced the Fire Station Improvement Expansion.

Mr. Martinbianco said the money should be under Capital Improvements or Building Projects but not both, as there cannot be duplication.

Mr. Wells asked if they were going to have to move money.

Mr. Martinbianco said they would have to move money.

Ms. Ellenburg said if the money stays in the fund they could use it without them having to come back to the Council.

Mr. Wells said they should move \$30,000 to the Fire Department fund under building expansion or maintenance.

Mr. Martinbianco said they could appropriate \$30,000 to complete both parking lots at the Fire Stations.

Mr. Smith asked about the \$52,000 for vehicles.

Chief Halstead said they took bids on the trucks and told them what the City had to work with. A new truck is never going to be cheaper. The youngest truck is eleven years old.

Mr. Smith proposed they purchase the equipment and finance the parts.

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Chief Halstead said the trucks would be financed through the company on a lease to own basis.

Mr. Smith asked if we would sell our old trucks.

Chief Halstead said one truck really isn't sellable, but the other can be sold.

Mr. Smith said to place the leasing of fire trucks on the next agenda.

Mr. Wells inquired as to whether or not there is enough manpower to run these trucks. He asked why we need a DPW Director and a Deputy DPW Director.

Mayor Zelenko replied it is because we have no middle management.

Mr. Wells stated they have run without that position for years.

Mayor Zelenko replied there are two supervisors and no foremen. There are twenty-six total DPW workers and OSHA has mandates on how many people have to be present to perform specific jobs.

Mr. Smith said they have to decide what they are willing to fund. The GIS system is expensive but will do many beneficial things. He asked how the GIS would help on manpower.

Mayor Zelenko said the guys would not have to roll out maps. She has set special meetings regarding this issue. The County is going to require us to have GIS and other municipalities are contracting with them. Stantec will be bringing information to the special meeting.

Mr. Wells asked what the \$168,000 covered.

Mayor Zelenko said it covers Phase I for the water and sewer system. Stantec charges \$15,000 for the software.

Mr. Kray said it is for Stantec to input all the drawings, water mains, and other information into the system. It also includes two sessions of training.

Mayor Zelenko said the County has been on us for years and will require our information be digitized.

Mr. Smith asked Mr. Kray what other items he needed due to safety concerns.

Mr. Kray replied he was in need of a V-Box spreader, which eliminates the need of unclumping the salt.

Mr. Haskins said if they don't need them and there is no safety concern, those needs to be cut out of the budget.

Mr. Smith asked if there were any other benefits to the V-Box spreader.

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Mr. Kray replied it would increase efficiency, as the workers would not need to stop the vehicle to unclump the salt.

Ms. Burke-Miller asked if the Stors hydrant couplings item is staying in the budget.

Mr. Haskins said they wouldn't cover every hydrant.

Chief Halstead said the negative aspect is that other jurisdictions outside the County don't have the extra fittings and couldn't help.

Mr. Kray said the Stors couplings are \$150 a piece and was told the City still needs 1,100 of them for the hydrants.

Mr. Smith asked about the election equipment line item.

Ms. Burke-Miller said it has been in there for several years.

Mr. Smith asked Mr. Udell to get bids on the phone system.

Mayor Zelenko said it will be the next project after the computers.

Mr. Martinbianco said they are trying to give the Mayor the opportunity to hire experts in each one of those fields.

Mayor Zelenko said there are procedures we have to follow in getting quotes and bids. It is her goal to have the phone system by the end of the year.

Mr. Smith said without a date it will always be on the back burner.

Mayor Zelenko said she needs the flexibility to run her Administration without interference. The Council is not going to lock her down to a specific date.

Mr. Smith asked if they would have information about the phone system in a month.

Mayor Zelenko said they are dependent on outside sources.

Ms. Ellenburg asked if all projects have to go through Mr. Udell.

Mayor Zelenko said someone has to baby-sit the person who installs the system.

Mr. Smith said the Council is frustrated because it has been years that the money for the phone system has been sitting there.

Mayor Zelenko said she is trying to make up for a twenty-year lag in technology.

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Ms. Burke-Miller said there is money being used for some of the computer components that we should not be leasing.

Mr. Smith discussed the items that would be taken out of the budget.

Mr. Martinbianco said he would like to budget \$30,000 for double chip seal on Casto Ave.

Mr. Wells suggested they do ditching before they fix the street.

Mr. Martinbianco said they are showing a budgeted change of -\$13,000 and would like to move another \$40,000 back to General Fund. That fund is over funded and the population doesn't seem to moving forward very fast.

Ms. Burke-Miller said the Waste Management stops had decreased by one hundred stops from the last evaluation. Waste Management is now charging us \$7.00 for each recycling bin.

Parks and Recreation, Pg. 36

Mr. Martinbianco said Parks and Recreation is a valuable thing. This year's budget is different than previous years because of the Parks and Recreation Director's salary and some accretions in salaries permanent and fringe benefits. He said they could hire event coordinators for less than \$15,000 a year and the associated fringes. He said there are volunteers who are geared towards making the events happen. They could pay a director \$100 a week at a value of \$5,200 a year. We do not have events every month.

Mr. Haskins said his opinion is to zero it out all the way across the board.

Ms. Ellenburg said she spoke with the Mayor who informed her that one of the qualifications for receiving the grant is to have a Parks and Recreation Director. She is not for paying that amount or for the fringes. They have nine people on the Parks and Recreation Board and was curious if one of those could be considered the Director. She knows that person would need access to the City buildings and we have a Council representative that does.

Mr. Wells said we have always had a Parks and Recreation Director, but the former one was never paid. Mr. Hildreth, a member of the Board, has a degree in Parks and Recreation. He was under the impression that Sue Warren is the grant writer for the City.

Mayor Zelenko said from 1999-2003 there was a Parks and Recreation Director salary in the budget.

Mr. Martinbianco asked if the Mayor had the SEVs for the City of Burton during those years.

Mr. Haskins said the budget was fluffier in previous years and now is not time for this.

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Mayor Zelenko said we have a great Commission, an aggressive Park Plan and lots of day-to-day work that falls in that category. She can't ask someone to do that without some sort of compensation. When the City didn't have a paid Park Director we had a Commission that fell apart. The City needs a Parks and Recreation Director if they want to move forward with Parks and Recreation and the park infrastructure.

Ms. Ellenburg said one person would not stop that from happening.

Mayor Zelenko said the City has fewer employees to spread some of the work around. Administrators are doing the job of two or three people.

Mr. Wells said the actual budget is \$15,000 and we are looking to at \$32,000 to pay someone to administer a budget without any employees under them. The Parks and Recreation only has four or five events.

Ms. Bigsby said the Parks and Recreation only has four or five events but there are several areas that go under Parks and Recreation, including Youth League. She goes out to each of the Parks once a week. There are things that need to be addressed by a full time Parks and Recreation Director. She would like to go out for bid to mow lawns at the Parks so the DPW guys don't have to be responsible for that.

Mr. Wells asked if we are paying Mr. Gwinn.

Ms. Bigsby said Mr. Gwinn receives \$4,000 a year, Mr. Kalandyk gets \$2,200 a year and Mr. Kalandyk's wife gets \$1,200. The umpires get paid as well.

Mr. Haskins said that Mike and Mark have run the program for years before Ms. Bigsby ever got involved. They do a phenomenal job. He understands the hours Ms. Bigsby puts in, and so does the Council, but they don't get paid \$15,000 a year with fringes.

Ms. Bigsby said all the work from January to April is handled in this building.

Mr. Haskins said the work has always been handled at the front desk.

Mr. Smith said the government can't afford to buy everything that we used to buy and must rely more upon volunteers. He doesn't have a problem paying a nominal fee, but he wants to make sure the person doing the job is doing it for the community and not the money.

Mayor Zelenko said she does not have an Administrator making \$50,000 or up who will volunteer.

Mr. Haskins said we might be able to have someone on a contractual basis.

Mr. Smith said they might be able to get someone who is already on the Parks and Recreation Commission and doing it for their community.

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Mayor Zelenko said she doesn't think it is fair to ask someone to work 4-5 hours a day and not compensate them.

Mr. Haskins said that is not going to be on a constant basis. Now it is busy because of Youth League, but it is not everyday, especially in the winter.

Mr. Smith said he has done a lot of volunteer work.

Mayor Zelenko said she has too but has always had a better salary than this person.

Mr. Smith said this shouldn't be done for the salary but because they want to make their community better.

Mayor Zelenko said she thinks this is about the person and the personality.

Mr. Smith said the City couldn't afford to pay everyone who volunteers time away from his or her family.

Mr. Haskins said Ms. Bigsby's salary is paid for Monday through Friday under the Mayor's budget.

Mr. Smith said he would be willing to pay someone on a contractual basis at \$100 a week.

Mr. Wells said \$100 a week might be a bit much.

Mr. Haskins asked Ms. Bigsby why she volunteered until now.

Mayor Zelenko said she asked Ms. Bigsby to act as the Interim Parks and Recreation Director to help with the Five-Year Plan.

Ms. Bigsby said she would be volunteering until July 1st.

Mayor Zelenko said they could cut her budget for conference and workshop because her travel is reimbursable through MML.

Mr. Wells asked Ms. Burke-Miller if she had the break down from Burton Estates and Mallard Ponds.

Ms. Burke-Miller said she hasn't gotten a chance because of labor negotiations.

Mr. Wells said they need that to be able to make a better judgment call.

Meeting adjourned at 6:30 p.m.

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