



City of Taylor Mill

est. 1957

MEMORANDUM

DATE: May 29, 2018
TO: All City Commissioners and Interested Parties
From: Daniel L. Bell, Mayor
RE: Special Meeting

The City of Taylor Mill will hold a special meeting on Wednesday, June 6, 2018 at 7:00 p.m. The purpose of the meeting is to discuss the budget for Fiscal Year 2018 – 2019. The meeting will be held at the Taylor Mill Municipal Building located at 5225 Taylor Mill Road, Taylor Mill, KY 41015.

For additional information, please contact Daniel L. Bell, Mayor, at 859-581-3234.

Thank you.

Daniel L. Bell, Mayor

City of Taylor Mill
SPECIAL COMMISSION MEETING
Wednesday, June 6, 2018

CALL TO ORDER:

The meeting was called to order at 7:00 p.m. by Mayor Bell. In attendance were: Mayor Bell, Commissioner Frietch, Commissioner Murray, Commissioner Peace, and City Attorney Frank Wichmann. Commissioner Kreimborg arrived at 7:04 p.m.

Mayor Bell stated the purpose of the meeting is to discuss the budget for Fiscal Year 2018-2019. Mayor Bell noted an audience is present and the audience will hear a lot from the department heads and the Commissioners. Mayor Bell reviewed the documents the Commission should have received for the budget discussion.

Commissioner Peace thanked Commissioner Frietch for finding an error in the summary budget in the 2017-2018 budget amendment.

Mr. Wichmann gave a first reading of an Ordinance of the City of Taylor Mill, in Kenton County, Kentucky, amending Taylor Mill Ordinance No. 322 (06-21-2017) and the budget adopted thereby for the City of Taylor Mill for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018. Mr. Wichmann stated there is a summary sheet attached to the Ordinance that identifies the numbers that are being deleted by a line drawn through it and the new numbers are underlined.

Mr. Wichmann stated the new total revenues in the city is a total of nine million three hundred and fifty-two thousand fifty-eight dollars and twelve cents (\$9,352,058.12) and the expenses equal that number.

Taylor Mill Fire/EMS Chief John Stager presented the Fire Department Budget Proposal for Fiscal Year 2018-2019 to the Commission. Chief Stager reviewed requests including salary increases, overtime expenses, uniform and clothing allowance, the reestablishment of longevity pay, various department expenses, and office equipment and supplies including pagers and radios. Chief Stager stated starting in October this year, pagers and radios will need purchased and the Fire Department will need one hundred and nineteen thousand dollars (\$119,000.00) to be compliant with the radio system. Chief Stager stated they are looking at partnering with five (5) other cities to drive the cost down.

Chief Stager reviewed additional requests including a current service agreement with Firehouse Software. Chief Stager stated the agreement is coming to an end and he would like to move to a new software company that handles all national incident reporting. Chief Stager proposed Emergency Reporting Software to replace Firehouse Software.

Chief Stager stated the need for a new roof on the Fire Department, a second power cot, and a second cardiac monitor. Chief Stager continued with a review of additional items in the Fire

Department budget proposal including projected needs. Mayor Bell reviewed line items that former CAO Bailey proposed to fund in the Fire Department budget.

Chief Knauf stated he is on the Communications Board and the cost with multiple cities coming together to purchase radios has brought the price down to twenty five hundred dollars (\$2,500.00) per unit. Chief Knauf stated the price is going in their favor right now.

Taylor Mill Police Chief Steve Knauf presented the Police Department Proposal for Fiscal Year 2018-2019 to the Commission. Chief Knauf reviewed requests including fourteen (14) portable radios and fourteen (14) mobiles for the Police Department. Chief Knauf stated the proposed budgeted amount could come down ten to twelve thousand dollars (\$10,000.00 - \$12,000.00). Chief Knauf reviewed the request for an additional School Resource Officer at the Scott High School/Woodland Middle School campus. Chief Knauf stated the City can partner with Kenton County School District for seventeen thousand five hundred dollars (\$17,500.00) for an additional officer on campus. Mayor Bell stated it was CAO Bailey budgeted for an SRO in the current proposal. Chief Knauf stated the current School Resource Officer will focus on Scott High School and the new officer will focus on Woodland Middle School.

Chief Knauf reviewed additional requests including the purchase of two (2) new cruisers. Chief Knauf stated no new cruisers have been purchased for three (3) years and the Police Department currently does not have a spare. Chief Knauf reviewed specs of the current fleet. Ms. Wright stated former CAO Bailey funded two (2) police cruisers and the installation of equipment. Chief Knauf reviewed the proposed funded amounts in the line items and stated the need to upgrade the police cruiser video camera system. Chief Knauf reviewed additional requests including salary increases.

Mr. Marc Roden presented the Maintenance Department Proposal for Fiscal Year 2018-2019 to the Commission. Mr. Roden reviewed a price increase in salt prices and should have a final price from the re-bid tomorrow. Mr. Roden reviewed requests including a backhoe and a dump truck. Mr. Roden stated he purchased a dump truck yesterday and reviewed the specs. Mr. Roden stated the cost was twelve thousand eight hundred and fifty dollars (\$12,850.00). Mr. Roden stated the company he purchased the dump truck from has two more identical to the one he purchased. Mr. Roden stated he would like to purchase both trucks instead of the bed and truck he requested in his proposal. The Commission advised Mr. Roden to find out the price on the trucks. Mr. Roden reviewed additional requests including radios, street sweeping, and road projects. The Commission complimented Mr. Roden on current projects including section replacements on McCowan Drive. Mr. Roden stated he would like to take Mr. Leach out of the park, put him on the road crew, and proposed hiring a contractor to cut grass at the park. Mr. Roden reviewed proposed bids. Commissioner Peace suggested a seasonal employee to cut grass at Pride Park due to having the equipment in place. Mr. Roden reviewed other items in his proposed budget including raises.

Ms. Gena Forsyth presented the Special Programming Proposal for Fiscal Year 2018-2019 to the Commission. Ms. Forsyth requested funds for the Homecoming Parade, a movie in the park, the Tree Lighting Ceremony, Santa on Trucks, Santa's Mailbox, the Easter Egg Hunt, the Shred

Event, the Family Camp Out, and funds for a Park Festival. Ms. Forsyth reviewed the proposal for the senior fund including an increase in the Grand Opening Event.

The Commission reviewed the Fire Department budget proposal and items former CAO Bailey budgeted including bay heaters, a new roof, and kitchen items. The Commission reviewed items not funded including the second Stryker cot and a second heart monitor. Commissioner Murray stated his opinion is to stagger large purchases. The Commission discussed what is funded under various line items including software under Service Agreements. Mayor Bell stated the Fire Department budget is one point four five million dollars (\$1,450,000.00) and is a big expenditure.

The Commission reviewed the Police Department budget proposal and items former CAO Bailey budgeted including radios, two (2) cruisers, salary increases, and several other line items reviewed by Mayor Bell with descriptions of each item. Commissioner Peace asked if the purchase of the cruisers should be staggered like other equipment. Chief Knauf stated no due to not purchasing cruisers in three (3) years. Commissioner Murray stated there would not be enough cruisers for every officer if not purchased. Chief Knauf stated vehicles are having maintenance issues and one vehicle repair cost was eleven thousand five hundred dollars (\$11,500.00). The Commission and Chief Knauf discussed the request. Commissioner Peace stated the purchase should be staggered and the City overspent two point eight million dollars (\$2,800,000.00) over the last eleven (11) years. Mayor Bell stated that is wrong. Commissioner Peace stated it is from the audit. Chief Knauf requested a vote. Commissioner Frietch reviewed vehicle specs on the 2006 Ford Expedition and the 2011 Dodge Charger. Commissioner Frietch stated she is leaning towards replacing one cruiser and holding on to the other one for a year or so. Commissioner Frietch suggested replacing the 2006 Ford Expedition with the severe rust and giving the 2011 Dodge Charger another year. Commissioner Kreimborg stated he agrees with the Police Chief on the purchase of two (2) cruisers. Commissioner Murray stated he thinks the Police Department needs two (2) to have a backup in case something unforeseen happens. Mayor Bell stated he is in favor of buying two (2) cruisers. The Commission agreed to fund a second SRO.

The Commission reviewed the Maintenance Department budget proposal. The Commission discussed the funding of the backhoe, as former CAO Bailey did not fund it in the proposal. Commissioner Peace suggested funding a new backhoe. Mayor Bell stated they should get a used one. Ms. Wright stated in the CIP for a new City Building is two hundred and fifty thousand dollars (\$250,000.00) and suggested moving money from there. Mayor Bell stated the budget has a four hundred and fifty five thousand dollar (\$455,000.00) surplus. The Commission agreed to purchase a new backhoe because of street repairs. The Commission discussed and agreed to the purchase of one used dump truck. The Commission agreed to not fund the replacement of the dump bed. The Commission discussed additional items funded in the Maintenance Department's budget including street repairs on the north end of the City. Commissioner Peace and Mayor Bell discussed streets that needed repairs. Commissioner Peace asked if there is an opportunity to put more funding to address additional needed repairs in Taylor Creek, Maple Ridge, McCowan, and other locations. Commissioner Kreimborg suggested taking one hundred thousand dollars (\$100,000.00) from the surplus to address street repairs. Commissioner Kreimborg suggested painting the City Building and making exterior changes such as Details Salon did. Ms. Wright

reviewed changes to the budget ordinance summary attachment with Mr. Wichmann and the Commission, and stated of the four hundred and fifty five thousand dollars (\$455,000.00) that is being transferred, one hundred thousand dollars (\$100,000.00) is being put into the Municipal Road Aid Fund for road repairs, leaving three hundred and fifty five thousand dollars (\$355,000.00) in the CIP. Ms. Wright reviewed the line item in the Municipal Road Aid Fund would total two hundred thousand dollars (\$200,000.00).

The Commission continued with their discussion of the Maintenance Department budget and reviewed items not funded including the mowing of the right-of-way, a park groundskeeper, and the Pride Park Community House concrete replacement. Commissioner Peace stated there are funds for the asphalt of that project allocated and the Commission discussed leaving the funds and doing a budget amendment at a later time.

The Commission reviewed the Administration Department budget proposal. Mayor Bell stated ninety to one hundred thousand dollars (\$90,000.00 - \$100,000.00) is allocated for a new City Administrative Officer. Mayor Bell stated Ms. Forsyth has recently been certified as a City Clerk and discussed a salary increase for her. Ms. Forsyth reviewed her certifications. Mayor Bell stated other salary increases at two percent (2%). Mayor Bell reviewed Administration expenditures including accounting fees, engineering fees, hazardous and non-hazardous pension expenses, health insurance, the employee assistance program, and additional items. The Commission approved two percent (2%) raises across the board for staff. Mayor Bell reviewed City Clerk salaries in Northern Kentucky, as printed in the current salary survey. Mayor Bell recommended giving Ms. Forsyth, Ms. Webb, and Ms. Wright a one-time two thousand dollar (\$2,000.00) bonus for the additional duties they are performing. The Commission agreed to Mayor Bell's recommendation. Commissioner Frietch reviewed salaries and the budgeted percentages. Commissioner Frietch stated salaries need to be adjusted for each department to make sure every salary is at a two percent (2%) increase from the prior year. Ms. Wright stated former CAO Bailey took the two percent (2%) raise plus the two thousand dollars (\$2,000.00) in the budgeted line item. Commissioner Frietch stated they don't want it to show as a salary because it is a bonus. After a brief discussion, the Commission agreed to a three percent (3%) raise for Ms. Forsyth.

Mr. Wichmann gave a first reading of an Ordinance of the City of Taylor Mill, in Kenton County, Kentucky, adopting a budget for the City of Taylor Mill pursuant to K.R.S. 91A.030 (10) for the Fiscal Year beginning July 1, 2018, and ending on June 30, 2019, and providing that no monies shall be expended by or on behalf of the City of Taylor Mill except in accordance therewith; and providing that no single appropriation and expenditure in accordance therewith shall exceed the sum of \$2,500.00 without prior approval of the Taylor Mill Commission therefor. Mr. Wichmann stated attached to the ordinance by summary of the budget shows total revenues including the carryover of seven million six hundred seven thousand six hundred fifty-three dollars and twelve cents (\$7,607,653.12), expenditures in that amount, leaving a balance in the MRA Fund of five thousand dollars (\$5,000.00). Mr. Wichmann stated the summary will be adjusted to indicate that of the four hundred and fifty-five thousand seventy-three dollars and one cent (\$455,073.01) appropriated to the General Fund, one hundred thousand dollars (\$100,000.00) of that will be in the MRA Fund, and the amount in the Capital Improvement

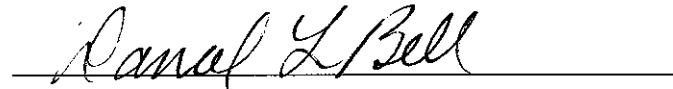
Fund would be reduced to three hundred fifty-five thousand seventy three dollars and one cent (355,073.01).

There being no further business, Commissioner Kreimborg made a motion to adjourn. Commissioner Murray made a second. All Commissioners present were in favor.

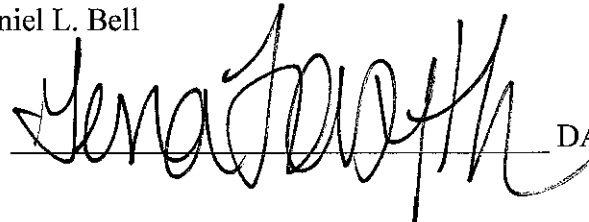
MOTION CARRIED

The meeting adjourned at 10:00 p.m.

The next regularly scheduled Commission Meeting will be Wednesday, June 13, 2018 at 7:00 pm.



Mayor Daniel L. Bell

ATTEST:  DATE: 7/27/18