

# CITY OF FAIRVIEW

## BOARD OF COMMISSIONERS WORK SESSION MINUTES

June 7, 2018

Patti L Carroll, Mayor  
Shannon L Crutcher, Vice Mayor  
Derek K. Burks, Commissioner  
Scott Lucas, Commissioner  
Debby Rainey, Commissioner  
Scott Collins, City Manager  
Tom Daugherty, CFO  
Tim Potter, City Attorney  
Brandy Johnson, City Recorder

Present: Burks, Carroll, Crutcher Lucas, Rainey  
Others Present: Collins, Johnson

1. **Call to order** by City Manager Collins at 6:05 p.m.

2. **Items of Discussion –**

- There is one amendment to the budget for the second reading. We found out today our liability insurance is increasing by \$31,000 which translates to an increase in that line item of \$27,000. We made the difference in the budget with adjustments in the public works part time salaries.
- if the budget passes tonight we will get it submitted to the state in the next week or so to be ahead of schedule
- Collins is pretty confident in the numbers noting we have not budgeted for any increase in revenues next year
- We have \$45,000 in the budget for payment on the new fire truck and currently expect delivery between mid-September and mid-October. Collins will float out to local banks and SunTrust for lease-purchase option and financing. Our existing fire truck we voted to surplus is listed on two site and we have set the minimum purchase amount at \$20,000. If sold, those funds will go back to be used for any additional expenditures for the new truck.
- The budget does include a 2% step raise for all employees. We established the pay plan last year and it is important to maintain. The raises go into effect the first full pay period of July.
- We discussed the possibility of bidding out chipping services but after making phone calls discovered the numbers are just too high due to our geography. We are 40 miles away from the nearest company and another consideration is where they would dump the chipped material.
- Collins met with staff in the street and parks this morning. We have staff who mow but we have looked at bidding out mowing to utilize current staff for chipping. We currently have a bid out so once that comes back we will know more.
- A chipping schedule and defined regulations will need to be established. We are thinking of running chipper service one day per week with four defined zones so each citizen would be serviced once per month. Considering that, we will need to establish an ordinance limiting the period of time brush may be placed by the road (such as a 14-day window). We are looking to add GPS to our chipper truck which will allow us to track our service area and assist with showing the community where we are. This can be a very good planning tool for routes and scheduling considering where and when we dump a load to maximize efficiency. We plan to advertise the new system through water bill insert, direct mail, website, Facebook, etc. Eventually, we would like to get away from the chipper truck and move to a knuckle boom which is safer for our employees and would allow us more flexibility. We can only handle limbs up to 4 inches in diameter and no stumps or larger trees. This is a service provided to the residents and we cannot accept brush that has been trimmed by a professional tree trimmer or contractor. Our goal is to provide the best service we can to our

residents but we need to set parameters based on the limitations of our equipment and considering the safety of our employees.

- Meetings have been set for the comprehensive plan schedule with the first one Monday with city staff including a tour of the city. On Monday, July 9, we will hold stakeholder meetings all day. This will be a come and go event to express needs and concerns. The public kick-off and envisioning event will happen on Monday evening, August 20 which will be the beginning of the official plan. A public hands-on planning event is scheduled for Saturday, October 13 and the final phase with a public draft open house is scheduled for February 12. We will need to develop a citizen committee of diverse backgrounds soon. Most of the other boards and commissions will be involved in other ways so this should be people who are not currently on any of those. Collins suggested each board member choose a citizen committee member for this task.
- Around the year 2000, the commissioners were making \$900 per month and lowered that to \$450 per month. The charter is very clear that compensation of the board cannot be increased or decreased while in term.
- The elected officials became eligible to receive city employee health insurance benefits in fall of 2013. There was discussion about this but no vote specifically on this topic or no ordinance approved. The current board was not affected because no one was in office then. As a long-term budget consideration we either need to continue the benefit by ordinance or sunset as of December 1, 2020 (because no one currently in office will still be in their term at that point). As a point of clarification, the charter allows compensation of up to \$1,000 per month for board members. The question remains whether the city's portion of the board member's insurance is considered compensation. Because the charter caps compensation we want to get this right and codify if the benefit is to continue.
- Website changes are coming in July as we bring the maintenance of our site in-house. In the past we have outsourced this service and have been paying around \$500 per month. It will take a little while to get everything up to speed.
- Mayor Carroll questioned the dog park grant and why we would have to spend money for engineering up front. Collins explained that this grant has lots of up front requirements such as a three-year business plan, how it will be operated and maintained, what exactly we are planning to build, where it would be located, etc. and if we want it in Bowie it would require permission from the Land Trust because of the restrictions. Carroll noted we typically do simpler drawings to apply for grants stating the citizens want this and opportunities for grants don't come along every day. Crutcher questioned if it can't go in Bowie then where would we put it and Burks questioned how much it would actually cost to build and if the grant would cover the costs. Carroll notes there have been studies done and we had a presentation in the past that staff was involved with.

### **3. Adjournment at 7:04 p.m.**

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**Brandy Johnson**  
**City Recorder**