

**MINUTES OF THE WORK SESSION
TWIN OAKS CITY HALL
CITY OF TWIN OAKS BOARD OF ALDERMEN
TUESDAY, NOVEMBER 9, 2021**

The Work Session was called to order by Mayor Russ Fortune at 6:01 p.m. pursuant to public notice and agenda. Roll Call was taken:

Mayor Russ Fortune-yea

Aldermen Lisa Eisenhower –yea
Tim Stoeckl-yea
April Milne – yea
Dennis Whitmore – yea

Also Present: Paul Rost, City Attorney
Jeff Blume, Financial Consultant via Zoom conference

The Board was informed by City Clerk/Administrator Frank Johnson that due to staffing shortages and general workload, the meeting agenda did not get posted until today, less than 24-hours from the meeting start time. It was noted that the notice of the time, date, and place of each meeting was given per Section 610.020.1 on the City website just the posting of the agenda was delayed. City Attorney Paul Rost explained the requirements of the Sunshine Law and that the meeting notice and agenda needed to be posted at least 24-hours in advance unless for good cause the notice is impossible or impractical, in which case as much notice as is reasonably possible has to be given. It was further explained that if the Board finds it is necessary to hold a meeting on less than twenty-four hours' notice, the nature of the good cause justifying that departure from the normal requirements must be stated in the minutes.

The Board then discussed the necessity of dealing with the budget now to meet the December deadline and, that because of scheduling issues, there is no way to have another regular meeting this month. The reason the meeting was scheduled for today was to accommodate all schedules to ensure ALL board members could be here for budget discussions.

The Board unanimously agreed that it is necessary now to hold the meeting to handle the budget discussion and that good cause exists to justify departure from the normal posting of the agenda given that the meeting itself was noticed and available online for viewing and given that it was impractical or impossible to get the agenda posted once the oversight was discovered.

2021 BUDGET AND CAPITAL IMPROVEMENT PLAN

Jeff Blume, Financial Consultant, reviewed with the Board the current draft of the 2022 Budget and Capital Improvement Plan (CIP). Mr. Blume gave an overview of the changes from the budget's initial draft, noting that the previous deficit of \$15,400 had been revised to a project surplus of \$30,300. He stated that this was accomplished through several cost reductions proposed by City Clerk/Administrator Johnson following a review of each line item in the budget, and gave a brief explanation of each revision.

Mr. Blume then gave an overview of where the city's fund balance stood based on the forecast for 2021 and the budget for 2022. He stated that the budget was in good shape for 2022, but added that the project surplus still did not entirely cover the full cost of the City's annual contribution to the debt retirement sinking fund. He stated that the City is projected to be approximately \$80,000 short of covering the contribution.

Following Mr. Blume's presentation, Alderman April Milne asked if the presented budget surplus included previously discussed capital spending. Mr. Blume responded that it did. City Clerk Johnson gave a brief overview of the various projects in the CIP.

Mayor Russ Fortune noted that he had recently met with Maintenance Supervisor John Williams to do a review of the current repair and capital needs in Twin Oaks Park. He stated that Maintenance Supervisor Williams will be reaching out to the Aldermen to arrange similar meetings. City Clerk/Administrator Johnson informed the Board which of these items were included in the 2022 maintenance/repair budget.

The Board then discussed the condition of the wooden bridge over the ponds in Twin Oaks Park. Mayor Fortune advised that it is currently difficult to tell how extensive the needed repairs may be without removing a substantial amount of the bridge decking. Depending on the condition of the underlying structure, the cost to fix the bridge could vary widely. In response to a question from City Clerk/Administrator Johnson, Mayor Fortune stated that BFA had inspected the structure when the ponds were dredged and found no substantial issues with the visible portions.

Lastly, the Board discussed the level of raises to include for city employees in the 2022 budget. City Clerk/Administrator Johnson explained that, due to the widespread inflation experienced nationally, the Cost of Living Adjustment (COLA) used by the Social Security Administration would be 5.9 percent for 2021, compared to only 1.3 percent in 2020. He further stated that the current draft budget for 2022 anticipates personnel costs rising 5 percent. After some discussion, the Board authorized City Clerk/Administrator Johnson to provide a raise of up to 5 percent to city employees, based upon performance.

SEWER LATERAL PROGRAM

City Clerk/Administrator Johnson provided the board with an overview of the historical spending patterns for the City's sewer lateral program. He also gave an overview of how neighboring cities structure their programs and how they use payment caps, bid requirements and other measures. Along with Mr. Blume, he presented to the Board several potential changes to the city's program to ensure its long-term health and viability.

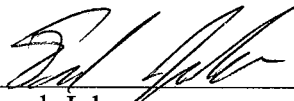
Discussion ensued. Alderman Lisa Eisenhauer noted that the city's biggest problem with how the program is currently structured is that it doesn't have any stopgaps for when there is a year with a high number of expensive claims, as occurred in 2021. The Board then discussed what the appropriate level to set the reimbursement cap for a claim. Alderman Eisenhauer stated that the level could be reviewed annually and adjusted if needed. Alderman Milne proposed that the Board set a higher cap of \$5,000 to start.

The Board also directed the City to provide better oversight of the bids and consider adding requirements for applicants to get multiple bids and/or having the City establish a list of preferred vendors for emergency situations.

ADJOURNMENT

Alderman Milne motioned to adjourn the Work Session Meeting at 7:00 p.m., seconded by Alderman Eisenhauer and motion passed with the unanimous consent of the Board of those present.

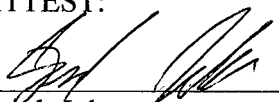
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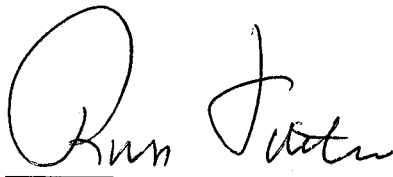

Frank Johnson,
City Clerk/Administrator

Date of Approval: _____

12-1-2021

ATTEST:


Frank Johnson,
City Clerk/Administrator


Russ Fortune,
Mayor, Board of Aldermen