



**CITY OF GRAIN VALLEY**  
**BOARD OF ALDERMEN MEETING MINUTES**  
 Budget Workshop

**10/17/2019**  
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**ITEM I: CALL TO ORDER**

- The Board of Aldermen of the City of Grain Valley, Missouri, met for a Budget Workshop on October 17, 2019 at 6:05 p.m. at the Grain Valley High School
- The meeting was called to order by Mayor Mike Todd

**ITEM II: ROLL CALL**

- City Clerk Jamie Logan called roll
- *Present: Bass, Cleaver, Headley, Stratton, Totton, West*
- *Absent: None*

-QUORUM PRESENT-

**ITEM III: DISCUSSION**

- 2019 Fiscal Year Budget
  - Deputy City Administrator Mr. Murphy provided an overview of the meeting; To review the reserve, revenue, and expenditure trends, key personnel expenses and to present an overall balanced budget; He said over the years there has been increase in the reserves and in 2019 projecting not to have as much leftover at approximately 2% which means we are spending what we say we are going to; The goal is to spend what is budgeted each year; The only year that was down was in 2014 when the I70 project was paid
  - GASB Reserve policy requires 25% reserve and we are at 88% which is high; Since the city is looking at projects such as water tower upgrade and potential community campus, the hope is that not as much will need to be borrowed and the city can put the funds in the reserves to use
  - If there wasn't a plan to spend some of these funds, then the city would look potential ways to lower the number;
  - Reserve Trends:
    - Since 2010, the revenues that have been posted with some increase every year; steady growth and similar projected for 2020; top reasons for revenue growth: with new development comes development fees, sales tax, and property tax
  - Expenditure Trends:
    - These can fluctuate more than the revenue side due to capital projects, vehicle purchases; Public Works vehicles are expensive; Equipment will vary from year to year which is part of the fluctuation; There is a commitment to making sure personnel are taken care of; Personnel cost will always be a large part of the budget and are our biggest investment; The compensation study from last year is in play now

**ELECTED OFFICIALS PRESENT**

Mayor Mike Todd  
 Alderman Shea Bass  
 Alderman Tom Cleaver  
 Alderman Bob Headley  
 Alderman Jayci Stratton  
 Alderman Nancy Totton  
 Alderman Yolanda West

**ELECTED OFFICIALS ABSENT**

**STAFF OFFICIALS PRESENT**

Deputy City Administrator Ken Murphy  
 Assistant City Administrator Theresa Osenbaugh  
 Finance Director Steven Craig  
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- There is a little decrease in expenditures for 2020; although this doesn't take into account any potential salary increases for the coming year; The Parks department always has transfers into their budget; fund reserves with transfers is the budget that is looked at now which does not include salary increases
- Key Personnel Expenses
  - Next year will be the first year where compensation plan has been in full effect for 12 months as it was adopted in early 2019 and there will be a better idea of how things look
  - Legal and court expenses have changed as there is a new city attorney, prosecutor, and judge; This will be the first year of these higher expenses as well
  - The budget before the Board now keeps all salaries as they are now and does not include any increases; The health benefits and rates run from July to June each year; have to estimate the costs July to the end of the year and the insurance and estimated a 15% increase
    - Alderman Cleaver asked if there were any quotes yet; Ms. Holland shared numbers will be presented to city staff April 1; Mayor Todd asked how much it went up last year; 19%
  - Nothing in the budget at this point regarding salaries; every 1% increase across the board would equal \$39,230 and the two hardest to accommodate raises for are General Fund and Parks fund; As the budget sits now, it could handle a 2% increase; Per the salary study last year, the recommendation is to try to accommodate a COLA increase to keep up with salaries in the market; Mayor Todd stated the city just gave a big increase, but at the same time per the salary study it cautioned that you need to keep up with increases or will be back in a big hole again; Alderman Totton asked if it was across the board; Mr. Murphy shared yes, a cost of living adjustment would be across all employees; Mayor Todd asked if more beneficial to employees look at whatever stage of Lagers we are at vs a COLA increase; Mr. Craig said currently at level 7 which is based on years of service, ending salary and also transfers to other communities that participate; Mr. Murphy says you'd need to buy past time up and initial buy in and pay the higher rate going forward, but that it is a possibility that can be looked at; It takes five years to be fully vested; they will see if they can work that up by next meeting; Alderman Totton asked if performance reviews were completed; Mr. Murphy shared there is

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software in the budget that would help with the performance review process and organization which would reward based on merit

- Mr. Murphy shared the overall proposed budget may look like there is a lot left over, but there are always unplanned things that come up that are needed; Alderman Totton asked if the revenue bond stayed the same; Mr. Murphy shared there has been steady growth year after year; Shared the Conoco/TempStop was not open this year for business and don't want to overestimate revenues; They should have a better idea next year on those businesses
- Mr. Murphy reviewed Capital Projects (items over \$5,000):
  - General Fund requests are:
    - Fire proof safe that houses records we cannot afford to lose in a fire; The current ones are packed to capacity
    - Camera system needs a few cameras replaced
    - Plotter is a large-scale printer needs to be replaced; it is well past useful life
    - Netstandard recommended the computer server be replaced for the police department
    - When TempStop decided to come to Grain Valley, the owner requested to have a space open in front for a "Welcome to Grain Valley" sign; hopefully people will see as they get off the highway; this cost is split across multiple funds
    - Need to maintain current City Hall facility, need new flooring in the board chambers; original carpet from 2001, when the building was built
    - The Chevrolet Colorado, a fleet mechanic vehicle needs replacement; it has been pushed off for four years now
    - Coban vehicle cameras; lease payments year 2 of 3
    - Police Department requested three vehicles; outright purchase price was \$38,000 plus \$10,000 for equipment per vehicle; Leased vehicles instead; Police Department comes 100% from general fund; looking to possibly add a Public Safety Sales Tax to help cover these expenses in the future
  - Parks and Recreation Capital Funds were reviewed:
    - Dodge Durango has been used in Police Department then moved to Parks and Recreation for the last five years; It is due for

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replacement per the vehicle replacement plan with a Chevy Equinox; The City is internally looking to update the VERP in 2020 to match what we are actually doing with the vehicles as most get pushed past their current recommended replacement date due to a longer lifespan

- Inflatable movie screen needs replaced- used for movie nights and community events
- Monkey Mountain needs a new shelter roof and some of the field lighting needs replaced
- The picnic tables at the Pavillion will be replaced with rubber coated metal tables which are more durable; the current wooden tables that can be saved will be put away and brought out for large events
- Blue Branch Trail needs to be extended to the high school and to the South where the parking lot would be to act as a trailhead
- Blue Branch Pedestrian Bridge does have grant money to get built, but it needs to be paid in advance and then reimbursed
- Need to replace two treadmills per the normal replacement schedule
- Need to replace pool deck chairs; Alderman Totton asked if all of this would go with us if we move to a new City facility at some point; Parks and Recreation Director, Mr. Davies said anything that could be used at a new potential facility would be taken with us; Mr. Murphy said anything that could potentially be passed regarding a new facility would not be in 2020 and would be more of a discussion for next budget cycle
- Public Works Capital Fund Projects were reviewed:
  - Modify budget from \$12,000 to \$15,000 for a skid steer replacement lease; The old brand of skid steer we have been purchasing is no longer available with who the city leases from
  - GMC 5500 has needed to be replaced for a couple of years, as well as all of the attachments; Alderman Headley asked if same equipment that MODOT has; This equipment is the next step down; the smaller machine is used for smaller jobs and provides the city with a step between a pick up and a full dump truck
  - The tilt trailer needs to be replaced as the framing was weakening; need to replace with one rated higher for hauling

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heavier equipment; there are sufficient funds to include in 2020 budget; 21,000 pounds with life expectancy for 180 month replacement; Alderman Headley asked if we could continue to use current trailer; Mr. Trosen said could use for smaller hauls and not to haul heavy equipment

- Citizen survey shared need to improve road system; Current CIP includes several areas to be fixed; There is a need to go out for a special road survey; Depending on the results of that survey, there are additional funds in the budget to update more roads as the survey dictates; As the funds come in from the development from the businesses from the interchange then the downtown projects will start again
- Fixed Meter read system where you no longer need to drive down roads; It will have 5 antennas around the city to read meters vs. a person going to do this and would free one up to work on other projects; Alderman Cleaver asked how often the manual checks happen; twice a month totaling 25-30 man hours a month; information could be downloaded every hour; citizen portal could show how much water is being used could be added to this system; Incode cost is \$2200 initial set up and then an annual fee of \$550; \$2720 initial set up cost; Mayor Todd asked where these would go; Mr. Trosen shared they'd be on water towers and public works facility to make sure they cover the whole city
  - Water Valve Exerciser would open/close water valves and has more torque on it- it is a safety issue for the personnel
  - \$300,000 put in for the next phase for the design work for the potential campus from this year to next year and will cover up to bond issue; Alderman Headley asked if relative to the VERP and computer replacement program, could there be a standing line item in the budget- so that when a replacement is needed, it is already built into the budget each year and not a big discussion item each year; Mayor Todd said if we did something like that, the first years of it there would be a big hit until the VERP reserves were to build up
- Fee schedules
  - City Clerk fee update Ms. Logan suggests to bring the occupational license fee up to \$50 from \$25 to bring Grain

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Valley more in line with surrounding cities; Blue Springs, Buckner, Independence, Lees Summit (charge \$50) and Oak Grove and Lone Jack were below our current fee at \$25 & \$35 respectively; Recommended we stairstep the fees up to \$35 for two years and \$50 after that; Also proposed adjusting the late penalty for late renewals to 10% initial fee and then 5% monthly after that up to 30%

- Community Development
  - Looked at seven other communities to compare development fees and saw that Grain Valley was not comparable
  - Right-of-way fees charger per linear foot vs. flat fee
  - There is a slight increase in relation to sign and billboard fees since it involves staff time and review
  - Developer Construction fees they did not increase the amount paid to the city, but looked at installation fees and contacted contractors that work in the city example: water lines; Mr. Murphy clarified anything public that the city maintains, this would capture some of the cost in the front
- Police Department
  - Chief Beale is revising the Police fee schedule to add a \$10 permit card for the for sale by drink establishments in surrounding cities
  - Animal impound – the animal control officer is more active than past officers have been; he wants to network with adoption agencies to get animals out of impound quicker because past five days the City takes the cost on; The City get a lot of feral cats; Alderman Totton asked if Oak Grove Animal Hospital Euthanizes the animals; Chief Beale clarified all our surrounding animal hospitals do not euthanize until the Grain Valley Police Department gives the order; The City incurs the large bills; if not adopted out we have to either pay the medical bills or adopt out; Officer Tuttle is doing excellent job using the chip locater to get some animals back to owners
- Mr. Murphy said these fees should have been updated sooner than now, but these reflect more of what the actual costs would be; Alderman Cleaver said these would generate more revenue for the city
- Alderman Stratton asked if there was room in the budget to add police officers next year; Mayor Todd said with his conversations with Chief

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Beale that it would take around 6 officers, but cannot do all of that in one year; Mr. Murphy shared they only want to add officers at a sustainable rate so there are not layoffs; Mayor Todd said they would like to do a step plan and do a public safety sales tax on the ballot in August to help pay for the officers; Mr. Murphy said it costs around \$75,000 with salary and benefits included per new person, not including the cost of training, and they could work in two officers to the budget without adding another police vehicle, but more than two officers another vehicle would be needed; Chief Beale is talking with other Chiefs to discuss how they did the public safety tax; Mayor Todd said they don't know what that amount would look like and have to figure out the number and what it could generate revenue wise; Mr. Craig shared current tax rates; Adams Dairy tax rate is around 9. something percent, but not 10% yet; Mayor asked if passed in August, when would the new tax rate go into effect; Would be the next quarter; With new businesses coming in around the interchange, they will have a better idea of sales tax revenues

- Mr. Murphy shared the budget has been skimmed down to push across other years as there is not a lot of fluff in it and doesn't feel like a whole lot can be cut

**ITEM IV: EXECUTIVE SESSION**

- Mayor Todd stated a need to hold an Executive Session for Hiring, Firing, Disciplining or Promoting of Employees (personnel issues), Pursuant to Section 610.021(3), RSMo. 1998, as Amended
- *Alderman Stratton moved to close the Regular Meeting for items related to Section 610.021(3)*
- *The motion was seconded by Alderman Headley*
  - No Discussion
- *The motion was voted on with the following roll call vote:*
  - *Aye: Bass, Cleaver, Headley, Stratton, Totton, West*
  - *Nay: None*
  - *Abstain: None*

**-MOTION CARRIED: 6-0-**

**-THE REGULAR MEETING CLOSED AT 7:31PM-**

- *Alderman Stratton moved to open the Regular Meeting*
- *The motion was seconded by Alderman Headley*

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- No Discussion
- *The motion was voted on with the following roll call vote:*
  - *Aye: Bass, Cleaver, Headley, Stratton, Totton, West*
  - *Nay: None*
  - *Abstain: None*

**-MOTION CARRIED: 6-0-**

**-THE REGULAR MEETING OPENED AT 8:22 PM**

**ITEM V: ADJOURNMENT**

- The meeting adjourned at 8:22 p.m.

Minutes submitted by:

\_\_\_\_\_  
 Jamie Logan  
*City Clerk*

\_\_\_\_\_  
 Date

Minutes approved by:

\_\_\_\_\_  
 Mike Todd  
*Mayor*

\_\_\_\_\_  
 Date

Non-Official

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