

## **Council Meeting Minutes**

**January 20, 2015**

The regularly scheduled meeting of the City Council of Audubon Park was held on Tuesday, January 20, 2015 at 3340 Robin Road, with the following present: Mayor Dorn Crawford and Council Members Joanne Bader, Darrell Shelton, Tony Williams and Laura Stevens. Also present were Police Chief Douglas Sweeney, City Attorney Steve Emery and City Clerk Janette Mercer.

### **Call to Order**

Mayor Crawford called the meeting to order at 7:00 P.M. The Mayor asked for a moment of reflection on the loss of Metro Council President Jim King.

### **Engineer's Report**

The Mayor read from the engineer's report. The report is included as part of these minutes. Tony Williams asked if road funds could be used to paint stop bars on the city streets. The Mayor answered that stop bars are contracted to be completed as soon as appropriate weather permits. Darrell Shelton asked if the issue with sinking ground in Henderson Park had been brought to Mr. Channell's attention. The Mayor answered he would make a note and address the issue with Mr. Channell.

### **Attorney's Remarks**

Mr. Emery provided an update on all of the City's active cases. In the Vittitoe pension case, the City has filed a motion to recover funds, and an answer has been filed on his behalf. The Reesor/Williams pension case was discussed next. The court has set a trial date of July 21, 2015. The City's assigned attorney will take at least two more depositions. Mr. Emery expects dispositive motions to be filed, which if approved would end the proceedings; but if not granted, then the court will order mediation prior to trial. The last update was on the airport easement case. On Friday, January 23<sup>rd</sup> at 11:00 AM in District Court, the City will file a motion to set a date for oral arguments to clear up some matters in question during the discovery and needing the court's intervention.

Joanne Bader asked if there will be a closed session scheduled to inform the new councilors of all legal matters concerning the city. The Mayor replied yes and Mr. Emery added he would put together a summary of all cases.

### **Financial Report**

The Mayor reviewed the report with the Council. The discussion was for the most part about the Road Fund adjustment which will require an ordinance. Mr. Williams was concerned with the line item 5720-00 Professional Service – CPA, he felt the budgeted amount is too low. The Mayor agreed and informed

the group that the current accountants were no longer going to be working on the financial report. The City is in conversation with Accountemps to find a part-time bookkeeper. The Mayor asked for a motion to accept the financial report for the month of December. Joanne Bader made the motion. Darrell Shelton seconded, and the motion passed unanimously.

The Mayor reported completion of the City's annual audit report with the addition of a Mayor's Management Overview as well as a response to the audit's findings. He noted that the overview serves the purpose of a "State of the City" report, and that he did not plan to give a speech. The Mayor asked if there were any questions. Laura Stevens asked about Note L- Industrial Revenue Bond Issues. The Mayor and Joanne Bader explained how the bonds work.

### **Police Report**

Chief Sweeney reviewed the police report. He covered the year-end numbers and also discussed the crime numbers within the City versus the crime numbers outside the city limits. The police report is included as part of these minutes.

### **Forest Board Report**

The Mayor reviewed the Forest Board report. The City received a five year membership plaque for Tree City USA from the Arbor Day Foundation. The Mayor noted the Forest Board was reviewing the existing ordinances to determine if some of the Nuisance Ordinances need to be merged with the Forest Board Ordinances. The Forest Board report is included as part of these minutes.

### **Unfinished Business**

The Mayor presented the December 15<sup>th</sup> meeting minutes for approval and asked if anyone had corrections to the text. Joanne Bader had some clean-up and clarifying additions for the minutes. The Mayor asked for a motion to adopt the minutes with the noted changes. Joanne Bader made a motion to adopt the minutes with the noted changes. Laura Stevens seconded, and the motion passed unanimously.

The Mayor asked the City Clerk for a second reading of "An Ordinance Establishing a City Archivist." The City Clerk read the ordinance and the Mayor asked if there was a motion to adopt the ordinance. Darrell Shelton made a motion to adopt the ordinance. Joanne Bader seconded. The Mayor asked for discussion. Laura Stevens asked if there was anything that stipulates this to be a paid position. The Mayor answered that pay is only provided if there are provisions established; the only provision established for this position is this person be a resident of the city. The motion passed unanimously.

The next order of business was to approve the Municipal Order confirming Laura Kelty as the City Archivist. The Mayor asked for a motion to approve Ms. Kelty as the Archivist. Tony Williams made a motion to approve the Order. Joanne Bader seconded, and the motion passed unanimously.

The Mayor also asked for adoption of a Municipal Order confirming Mr. Steve Cullen as City Director of Building. Darrell Shelton made a motion to approve Mr. Cullen as the Director of Building. Joanne Bader seconded, and the motion passed unanimously.

Laura Stevens volunteered to manage the Council's Action Item list. Ms. Stevens reviewed the items on the current list. Joanne Bader wanted to note on item 51 (Web site enhancements) that the contract will cover changes/enhancements at no additional cost until mid-February. The Mayor updated item 37 and 52, (Computer Software-related), noting everything has been completed and these items can be removed from the list. Joanne Bader feels item 53 (City record keeping – compliant) and item 55 (Board appointments) can be removed from the list. Mr. Williams suggested that each of city's boards submit a member's name and contact information to be posted to the Web page as a point of contact. He asked about item 59, (painting stop bars). The stop bars have been contracted, there are 53 scheduled to be painted, waiting on appropriate weather. Mr. Williams suggested removing item 60 (bulletin board somewhere in the city). He doesn't feel that it is sustainable. There were discussions on communications other than a bulletin board.

### **New Business**

The Mayor wanted to take suggestions on scheduling a "meet and greet" for the new Council members. There were several suggestions on the dates and formats for the meeting. He also started the discussion on needed material for orientation. There were a couple of binders located with materials dated 2003. He would like the opportunity to go through the material to ensure all information is current.

The Mayor discussed the planning of the Dogwood Festival. The discussion included The Arbor Day Proclamation being read at an opening ceremony that could also be part of the "meet and greet" or the Council.

### **Mayor's Report**

The Mayor noted all positions for all boards have been filled. He is in the process of contacting them to schedule initial meetings. The initial meetings will be to select a chair and address organizational issues. The city's next budget will be impacted by some of these boards, therefore it becomes important for these boards to organize to make it possible for an early start with determining the city's budget. The Mayor noted that he would like, by the next meeting, to present an informal outline of the priorities that the Council needs to start having conversations about to address budget demands.

### **Public Comments**

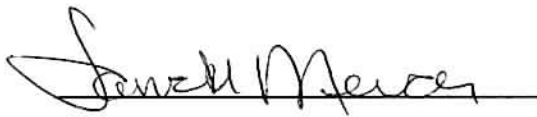
Chris Ashman, 1142 Audubon Parkway – She questioned how to keep the newsletter going out to the elderly residents. There were lengthy conversations about how to accomplish this task and many suggestions were made.

The Mayor noted the date and time for the next meeting would be Tuesday, February 17, 2015, 7:00 PM. This was both to correct an error in the initial copies of the current meeting agenda, and to remind everyone of the Washington's Birthday holiday.

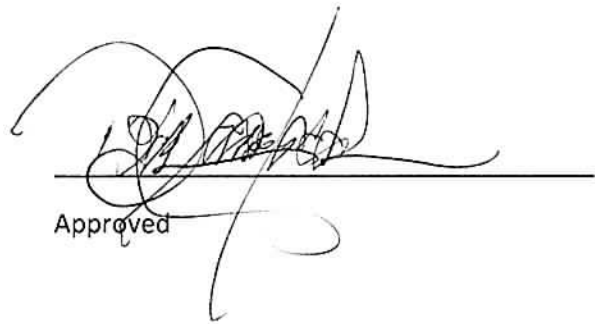
Joanne Bader made a motion to adjourn the meeting. Laura Stevens seconded and the motion passed unanimously.

The meeting adjourned at 8:40 PM.

The next scheduled meeting is set for February 17, 2015.\*

A handwritten signature in cursive script, appearing to read "Sarah Mercer", written over a horizontal line.

Attested

A highly stylized, cursive handwritten signature written over a horizontal line. The signature is difficult to decipher but appears to contain the name "Laura Stevens".

Approved