

**TOWN OF PAYSON
TOWN COUNCIL MEETING
MINUTES OF THE SPECIAL MEETING
May 13, 2010**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PRESENT: Mayor Kenny Evans, Vice-Mayor Mike Vogel, Council Member Ed Blair, Council Member Su Connell, Council Member Richard Croy, Council Member Michael Hughes, and Council Member John Wilson.

STAFF PRESENT: Debra Galbraith - Town Manager, Sam Streichman - Town Attorney, Martin deMasi - Fire Chief, Donald B. Engler - Police Chief, Silvia Smith - Town Clerk, Colin P. Walker - Assistant Public Works Director, Terry Morris - Library Director, Ray Erlandsen - Acting Community Development Director, and Cindy Smith - Chief Fiscal Officer.

OTHERS PRESENT: Tim Wright - Deputy Town Attorney, Gaye Stidham - Deputy Town Clerk, Hope Cribb - Budget Analyst, Beth Beck - Housing Program Manager.

PURPOSE OF MEETING

- A. Discussion/possible action re: 2010/2011 budget.
- B. Discussion/possible action re: Departmental Budget Presentations and health insurance benefits for 2010/2011.

1. Town Manager Budget Presentation

Debra Galbraith, Town Manager, reviewed the Manager's budget presentation. She noted that an Economic Devevelopment Division was added. The public relations areas of the Council budget have been moved to Economic Development. She stated this position was as a consultant, professional services contract and not an employee. The position receives no benefits, little or no direction from staff and costs much less than an employee. This contract position is year to year with a 30 day out from either party.

Council Member Blair asked for a copy of this job description. Ms. Galbraith agreed to furnish one for Council Member Blair. Fred Carpenter reminded the Council that this contract was much less than the required \$25,000 expense that was needed to go to out to bid.

2. Town Council Budget Presentation

Ms. Galbraith also reviewed the presentation concerning Town Council budget. She noted a reduction in personnel costs because of the change in insurance programs. The line item for expenses of each Council member had not changed. Council Member Blair noted that Council, through the years, has been very judicious in their spending.

Fred Carpenter asked if the budgeted \$3,100 included conferences. Ms. Galbraith said it did.

3. Human Resources Budget Presentation

Tomi Huddlestun, Human Resources Manager, reviewed a presentation concerning the Human Resources budget. In the presentation Ms. Huddlestun reviewed the proposed insurance change and comparison to the existing health insurance benefits. She also reviewed the Early Retirement Incentive Program. Eight employees have elected to access this program.

Council Member Connell asked if the budget reflected the highest cost plan? Ms. Huddlestun assured her that it did.

- a. Council Decision Request filed by Tomi Huddlestun, Human Resources Manager, regarding terminating the Town's current self-insured health insurance benefit program and join the APEHP Insurance Pool.

Motion: to Approve a Council Decision Request filed by Tomi Huddlestun, Human Resources Manager, terminating the Town's current self-insured health insurance benefit program and joining the APEHP Insurance Pool. Moved by Council Member Su Connell, seconded by Council Member Ed Blair.

Vote: Motion carried 7 - 0

Yes: Mayor Kenny Evans, Vice-Mayor Mike Vogel, Council Member Ed Blair, Council Member Su Connell, Council Member Richard Croy, Council Member Michael Hughes, and Council Member John Wilson.

Mayor Evans complimented Ms. Huddlestun and Ms. Galbraith for their hard work on a challenging project.

4. Town Clerk Budget Presentation

Silvia Smith, Town Clerk, presented the proposed budget for the Town Clerk Department. Debra Galbraith interjected that equipment that previously was in the Town Clerk's budget for repair and maintenance was equipment that was used townwide and was now listed in the Central Services budget.

5. Information Technology Budget Presentation

Steve DeHaan, Information Systems Manager, presented the IT Department's proposed budget. He included a review of the projects completed in the 2009/10 fiscal year and details of proposed projects, repairs and replacements.

Fred Carpenter asked how many full time employees were in the IT Department. Mr. DeHaan replied there were two.

6. Financial Services Budget Presentation

Cindy Smith, Chief Fiscal Officer, presented an overview of the Financial Services budget. Council Member Blair asked if the Town budget reflected the borrowed funds from the Water Funds. Ms. Smith replied that the budget anticipated that it will be used. Ms. Smith noted this was the final year for non-profit funding.

Fred Carpenter asked where the payments to the Humane Society were located. Ms. Smith pointed out they were listed in the Police Department budget.

7. Central Services Budget Presentation

8. Magistrate Court Budget Presentation

Ms. Smith explained the Town funds the Magistrate Judge and the Judge Protem but other costs for the court go through an IA with other communities that use the court. Council Member Blair asked where the revenue from fines and forfeitures are distributed Ms. Smith said that a small portion comes back to the Town but most goes to the State. Fine revenues do not pay for the legal department or pay for the court operation.

9. Legal Department Budget Presentation

Tim Wright, Deputy Town Attorney, presented the proposed budget for the Legal Department. The overall budget for his department is down \$51,000. A part-time position has been eliminated, Mr. Wright will become the Town Attorney at Mr. Streichman's retirement and a new Deputy/Prosecuting attorney will be hired. He explained that the office manager position will be vacant as of February 3, 2011 when Diane Stoyer retires. The paralegal position will stay the same.

Council Member Blair asked if there was money budgeted for risk management. Mr. Wright explained that the Town belongs to a pool not unlike a health insurance pool for general liability.

10. Community Development Budget Presentation

Ray Erlandsen, Acting Community Development Director, reviewed the proposed Community Development budget for his department. Council Member Blair questioned the vacancy of the Community Development Director's position. Mr. Erlandsen clarified that he was the Zoning Administrator "acting" as Community Development Director. Council Member Blair also asked if the reduction in building had impacted the number of Community Development personnel. Mr. Erlandsen pointed out that the department has 15 positions authorized and have only 9 staff members. These reductions are due to the decline in building in Town.

Bethany Beck, Housing Manager/Grants Coordinator, listed grants specific to her department. Council Member Croy asked what the grants for housing will be spent on. Ms. Beck replied that the housing rehabilitation program will continue. The Senior Center will need electric service change out and upgrades. Mr. Carpenter asked if these grants were administered through CAAG. Ms. Beck explained that the first two on the list do but the EECBG grant comes through the Department of Commerce.

11. Library Budget Presentation

Terry Morris, Library Director, reviewed her powerpoint presentation covering the proposed budget for the Library. The Library Friends contribute to fund their book budget, supplies and an 18 hour position. Vice-Mayor Vogel commented that he read that less newspapers and magazines are being read for information because of the use of computers. He asked if Ms. Morris had also seen that decline. Ms. Morris said that students continue to find books for sources for assignments and she still has a high readership although use of the internet at the Library continues to climb.

Council Member Wilson said that the Library is using some of the building funds from the Library Friends now for operations. He asked for contributions.

12. Fire Department Budget Presentation

Chief deMasi outlined the proposed Fire Department budget. Council Member Blair asked how Fire Station #13 would be manned with limited funds. Chief deMasi answered that it will be addressed next fiscal year. Mr. Carpenter asked if the fire ring around Payson was being maintained by the Forest Service. Chief deMasi said it was.

ADJOURNMENT

Mayor Evans adjourned the meeting at approximately 5:32 p.m.

APPROVED:

_____ Date: _____

Kenny J. Evans, Mayor

ATTEST:

Silvia Smith, Town Clerk

Certification

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the Town Council of the Town of Payson held on this day the 13 of May, 2010. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this ____ day of _____, 2010.

Gaye Stidham, Deputy Town Clerk