

From the list of questions that were submitted, we have chosen to focus on the following areas:

- Town Debt
- Employee Payroll
- Code Enforcement
- Meetings – Public Comment

We will begin with **Town Debt**. One specific question asked was what the plan was to get the town out of debt. We believe the pertinent question is how to keep the town from going further into debt. To begin this discussion, you must understand what our sources of income are. We have:

- 37% **Taxes**, which include Property, Sales, Energy, RAP, Transient, and Highway tax
- 10% **Licenses** and Permits, which include Business licenses, building permits and animal licenses
- 10% **Intergovernmental Revenue**, which includes Grants, Class C Road funds, liquor profits and federal grants
- 17% **Charges for Services**, which include special events, zoning & subdivision fees, solid waste, storm drainage, and clerical services
- 26% **Miscellaneous**, which includes interest, fundraiser and impact fees

Out of the 100% revenue funding that we bring in, 44% is either **restricted or assigned** (underlined/italicized above), meaning it can only be expended on certain areas within our budget. This leaves 56% of the annual budget to pay for the operation of the town. Our budget literally is a balancing act that we as the current administration must deal with due to actions of prior administrations. Eleven (11) percent of the budget pays for the debt in the town.

The biggest glaring debt remaining is the Gateway project in the remaining amount of \$1.091 million over the next twenty-three (23) years (\$63,000/year, 7% of budget). This is a debt that should have been paid for by the developer, not us as residents. Mayor Lindhardt will explain this in more depth in his presentation.

We will have the other 4% of the debt paid off at the end of this fiscal year (June 2023).

So to answer the question, what is the plan to get the town out of debt: We must continue to budget appropriately so that we may:

- Pay our debt each year, with the hope that as we grow, we may put more of the property taxes toward the principal of the Gateway project; and
- With the 2nd part of the equation to make the appropriate decisions regarding any new development to lessen the impact upon the citizens; and
- With the 3rd part of the equation to make equipment purchases sensibly, i.e., no loans; and
- With the 4th part of the equation to encourage community based commercial businesses to come to our area thereby producing an increase in sales tax, even though it is only a minimal 1%; and
- With the 5th part of the equation to always be searching for ways to reduce our debt, perhaps by better loan terms and possibly grants that would fund already completed projects.

The next topic is **Employee Payroll**. The specific question for this is how the town is paying for all the new hires. We will demonstrate this with the following tables.

UNDER PRIOR ADMINISTRATION

				BENEFITS			
DEPARTMENT	RATE	HOURS/ UNITS/ MO	ANNUAL WAGES	TAXES 11.44%	URS 16.69%	WAGES	BENEFITS
<u>COUNCIL</u>							
Mayor	850.00	1	10,200.00	1,166.88		10,200.00	1,166.88
Treasurer	75.00	3	2,700.00	308.88		2,700.00	308.88
Council Member	75.00	3	2,700.00	308.88		2,700.00	308.88
Council Member	75.00	3	2,700.00	308.88		2,700.00	308.88
Council Member	75.00	3	2,700.00	308.88		2,700.00	308.88
	\$1,150.00	13	\$21,000.00	\$2,402.40	\$0.00	\$21,000.00	\$2,402.40
<u>PUBLIC WORKS/ROADS/PARKS</u>							
Parks			20,000.00			20,000.00	
	\$0.00	0	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>FIRE/POLICE</u>							
Chief	3,750.00	1	45,000.00	5,148.00	7,510.50	45,000.00	12,658.50
	\$3,750.00	1	\$45,000.00	\$5,148.00	\$7,510.50	\$45,000.00	\$12,658.50
<u>ADMINISTRATION</u>							
Clerk/Recorder	17.00	174	31,200.00	3,569.28	5,207.28	31,200.00	8,776.56
Office Assistant	20.00	70	16,800.00	1,921.92		16,800.00	1,921.92
Housekeeper	15.00	10	1,800.00	205.92		1,800.00	205.92
Finance Director	5,084.00	1	61,008.00	6,979.32	10,182.24	61,008.00	17,161.55
Administrator	36.06	56	24,232.32	2,772.18		24,232.32	2,772.18
Accountant	2,500.00	1	30,000.00			30,000.00	
	\$7,672.06	312	\$165,040.32	\$15,448.61	\$15,389.52	\$165,040.32	\$30,838.13
GRAND TOTAL	\$12,572.06	326	\$251,040.32	\$22,999.01	\$22,900.02	\$251,040.32	\$45,899.03

Contract

Contract

\$296,939.35

CURRENT ADMINISTRATION

BENEFITS

<i>DEPARTMENT</i>	<i>RATE</i>	<i>HOURS /UNITS /MO</i>	<i>ANNUAL WAGES</i>	<i>TAXES 11.44%</i>	<i>URS 16.69%</i>	<i>WAGES</i>	<i>BENEFITS</i>
<u>COUNCIL</u>							
Mayor	850.00	1	10,200.00	1,166.88		10,200.00	1,166.88
Treasurer	75.00	3	2,700.00	308.88		2,700.00	308.88
Council Member	75.00	3	2,700.00	308.88		2,700.00	308.88
Council Member	75.00	3	2,700.00	308.88		2,700.00	308.88
Council Member	75.00	3	2,700.00	308.88		2,700.00	308.88
	\$1,150.00	13	\$21,000.00	\$2,402.40	\$0.00	\$21,000.00	\$2,402.40
<u>PUBLIC WORKS/ROADS/PARKS</u>							
Laborer-General	18.00	125	27,000.00	3,088.80		27,000.00	3,088.80
	\$18.00	125	\$27,000.00	\$3,088.80	\$0.00	\$27,000.00	\$3,088.80
						0.00	0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>FIRE</u>							
Chief	3,334.00	1	40,008.00	4,576.92	6,677.34	40,008.00	11,254.25
	\$3,334.00	1	\$40,008.00	\$4,576.92	\$6,677.34	\$40,008.00	\$11,254.25
<u>ADMINISTRATION</u>							
Clerk/Recorder	18.50	174	38,628.00	4,419.04	6,447.01	38,628.00	10,866.06
Finance Director	20.00	70	16,800.00	1,921.92		16,800.00	1,921.92
Housekeeper	12.00	10	1,440.00	164.74		1,440.00	164.74
Administrator	4,167.00	1	50,004.00	5,720.46	8,345.67	50,004.00	14,066.13
	\$4,217.50	255	\$106,872.00	\$12,226.16	\$14,792.68	\$106,872.00	\$27,018.84
GRAND TOTAL	\$8,719.50	394	\$194,880.00	\$22,294.27	\$21,470.02	\$194,880.00	\$43,764.29

\$238,644.29

Reduced by: \$58,295.06

As you will notice, there are missing pieces to this equation, i.e., EMS services, police services, public works director. These are areas that we have people in place to do what they can and are working to find a solution to these needed services, i.e., Kevin Sair.

The next topic is **Code Enforcement**. Most of the questions revolved around how the code enforcement is working.

There is a process that is followed in which a time frame is involved providing for due diligence on both our part and the resident. Following is a general outline. There are other factors that may speed up or slow down the process.

1. Receipt of the complaint (1 day)
2. Determine if the resident is out of compliance with our ordinances (1 day)
3. Determine if the non-compliance is under the purview of code enforcer or the building inspector and assign (1 day)
4. Logging in to the system and providing an initial action to be taken (1 day)
5. Begin the process of sending the initial letter to the resident stating the ordinances in violation and the process they must go through. This letter is sent by certified mail (Up to 20 days)
6. Resident is given 30 days from letter date to correct the violation (30 days)
7. If resident complies, then the issue is deemed complete (Up to a total of 54 days)
8. If resident does not comply, then it is turned over to the Washington County Sheriff to issue a citation, or if in the purview of the building inspector, it is turned over to the process server to give notice to “stop work”. This could take an additional 30 days to process, as these officers must track down the individual to serve them.

If a complainant would like to get an update on the submitted complaint, they must submit a GRAMA request for this information. It is not under our purview to respond. Once the complaint is in our hands, then we go to work to resolve it.

The fees attached to the citations, and such are dependent upon the misdemeanor class and if it is an individual or a company. Each day is considered a violation. A class ‘B’ misdemeanor for an individual is \$750 - \$1,000 and a company is \$5,000.

Last topic is **Public Comments** in meetings.

The purpose of meetings is for the public body to convene to discuss and make decisions.

A regular meeting provides for a public comment section, which a public body may or may not utilize.

A public hearing is for the public body to listen to comments and concerns from the residents. This gives the public body the opportunity to understand what is important to residents and even take note to make changes.

All items for discussion and action are put onto the agenda, by which the public will be given an opportunity to review and ask questions prior to the meeting by contacting the council members and/or other administrative staff, if they would like.

It was asked if each agenda item could have a public comment immediately following the discussion. This would only lend to extending the meeting beyond a normal timeframe.

There are two apparent approaches to facilitate public comments:

1. Public comments prior to the discussion and action.
2. Public comments after the discussion and action.

In other cities, residents must sign up to even participate in the public comment section.

We have chosen to have the public comments prior to any discussion and action so opinions may be heard and considered. The possibility to have a sign-up sheet has been discussed, though no decision has been made in this direction.

It is suggested that our residents become informed about the agenda items prior to the meeting. Your pre-meeting input may have more weight to the discussion, as each individual council member will have been researching, forming opinions, and considering action prior to the meeting.