

WORK SESSION MEETING
May 12, 2025
9:00 AM
City Hall



Mayor:
Leah Juarez
Council President:
Brad Neumiller
Council Members:
Cherie Butcher
Sara McCarthy
Tim Sutherland

AGENDA

CALL TO ORDER

AGENDA ITEMS

1. City Administrator – Budget FY26

- Discussed FY26 budget progress. Initial \$700,000 deficit reduced to approx. \$316,000–\$320,000.
- Scheduled budget readings:
 - 1st: May 13
 - 2nd: May 20
 - 3rd: May 27
 - Public Hearing: June 10
 - Filing deadline TBD (June 14, 17, or 24 discussed)
- Special budget meeting scheduled for May 20 at 5:30 PM with department heads.
- Budget meeting scheduling and distribution of printed budget copies were addressed.
- Continued efforts to reduce deficit and clean up G.L. COSEN.
- Action Needed: Confirm state deadline, finalize reductions, and distribute updated budget docs.

2. Treasurer – Water Deposit

- Clarified that water deposits are tied to properties, not individuals.
- Refunds allowed if account is in good standing, regardless of tenure.
- No official written policy currently exists—staff confusion noted, especially on the “one year” rule.
- Action Needed: Draft and adopt a formal water deposit policy and provide staff training.

3. Mayor – Cell Towers

- Ongoing negotiations regarding expired AT&T lease.
- Consultant options discussed:
 - Tower Genius: \$4,750 flat fee
 - Hourly consultants: \$425/hr
- Considered including consultant costs in final lease agreement.
- Options such as eviction notices and franchise fees discussed.
- AT&T’s indirect operations complicate direct negotiations.
- Action Needed: Determine consultant, finalize negotiation strategy, contact AT&T or contractors directly.

Additional Topics Discussed

- Event Coordination: One person to manage four food trucks; two others to coordinate vendors. Mapping complete.
- Property Management: No fence required near Andreen Hunt's property due to path revisions.
- Summerfest:
 - Event 11AM–5PM. Ten staff and four–five police officers signed up.
 - Hourly staff can choose pay or comp time; salaried staff will flex.
 - Budget approx. \$50,000.
 - Volunteer shifts scheduled every two hours.
- Car Show: No judging or fees; approx. 125 cars expected. Blocked intersections include Badger, Salmon, Falcon, and Hoffman.
- License Policies:
 - Businesses needing both contractor and business licenses will now be charged for both.

- Business license is free; fire inspection fee is separate.
 - Uncertainty remains about requiring liquor license holders to also obtain business licenses—council to decide.
 - System Cleanup: Ongoing Caselle database cleanup; webinar scheduled.
 - Parks & Recreation: Movies in the Park scheduled monthly; three exclusive sponsors targeted.
 - Boiler System: Operational; recommend annual September maintenance.
 - Training & Staffing:
 - Rhonda resigned; last day Friday.
 - Additional cash drawers discussed.
 - Union job posted for 30 days.
 - Summer Melin continuing SOP updates.
 - Safety & Compliance:
 - BDA school testing: No system needed, pending final post-construction test.
 - 11 pages of evidence destruction submitted to AG.
 - Sexual harassment training completion being tracked.
 - Development & Grants:
 - Prairie River, Liquor Store, Austin project updates given.
 - Selby/Angela trailer title issues unresolved.
 - Grant opportunities for DUI and juvenile court discussed.
 - Miscellaneous:
 - Property interest by Dennis Ribbit noted.
 - Gas leak repaired at Public Works.
 - Discussion about switching to electronic pay stubs.
 - Follow-up letters and equipment decisions pending.
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ADJOURNMENT

AGENDA SUBJECT TO CHANGE WITHOUT NOTICE

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact City Hall at 307-234-6679 within 48 hours prior to the meeting in order to request such assistance.