

**FINANCE COMMITTEE MEETING**

**August 23, 2021**

**5:15 p.m.**

**City Council Chambers**

**The City of Jackson Finance Committee met at 5:15 p.m. on Monday, August 23, 2021 in the City Council Chambers of the Jackson City Hall. Attending were Finance Committee members Mayor Wayne Walter and Alderman Brandon Finck. Also attending were City Administrator Matt Skaret, Street Superintendent Phil Markman and Recording Secretary Dave Maschoff. (Finance Committee member Dave Cushman was absent.)**

**STREET/PARKS DEPARTMENT EQUIPMENT AND STAFFING NEEDS/REQUESTS-  
PHIL MARKMAN**

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Street Superintendent Phil Markman said he wanted to touch base with the Finance Committee regarding future Street Department staffing and equipment needs.

Markman noted the City of Jackson has really grown over the past 20 years. He said the City has added more streets and the City is maintaining nine miles of trails which continue to grow. Markman pointed out there have been a lot of requests to maintain those trails during the winter.

Markman said when former Street Superintendent George Tauer started working for the City back in 1976 or 1977, the Street Department had a staff of 12 people. He said the number of Street Department staff was reduced over the years. Markman said approximately 20 years ago, there were 7 people working in the Department plus a mechanic. He said for whatever reason, when someone retired from the Street Department, the vacancy wasn't filled so then there were 5 equipment operators, the manager and the mechanic.

Markman said since the City and County are now together at the County/City Maintenance Facility, the Street Department has lost their mechanic. He said in the past the mechanic would also help out driving truck to haul or plow snow, or help with asphaltting if an extra person was needed.

Markman said when he started working for the Street Department, the Water Department had three staff members. He said one of the Water Department staff members was three-quarters part-time so he would work half-time with the Water Department and in the wintertime, he would come up to the Street Department shop. Markman said that person then became a full-time staff member with the Water Department but the Street Department would still get him to plow snow. Markman said the Street Department still has that agreement with the Water Department so an extra driver is available to haul or plow snow. Markman noted the Water Department has since added another position so there's four people in the Water Department.

Markman said the Street Department doesn't have their own mechanic. He said the Street Department doesn't ask the County to have their mechanics help the City plow snow because that would cost the City quite a bit because of the pay difference between the City and the County.

Markman said he would like to see the City seriously consider adding a sixth equipment operator to the Street Department. He pointed out it would even things up so there would be three groups of two working. He said currently with five, there's always one person that's "the odd guy out". Markman noted there are some things that are not safe for only one person to take care of.

Markman said adding a sixth person to the Street Department staff is just something for the Finance Committee to look at.

Markman said Pond Drive didn't exist and Hills Avenue was the edge of Jackson years ago. He pointed out when Pond Drive was added, it created an additional two to two-and-a-half hours of snow plowing alone.

Markman said to maintain the nine miles of trails in the City, you basically have to go up and back with one piece of equipment and then go back and broom it depending on how heavy the snowfall is. Markman noted that snow removal is not occurring on all of the trails, but there are always more requests for removing snow from more of the trails. He pointed out the equipment needed to maintain the trails during the winter. Markman said there are currently three mowers and all they have for them are decks and no cabs. He said they currently have a 1997 model, a 2003 and the newest model is a 2016 that is four-wheel drive but does not have a cab on it.

Markman said attachments and a cab can be added to the 2016 model to be used on the trails. He said the Street Department has plowing capabilities with a skid loader, but the skid loader is almost too big for plowing sidewalks and those types of things. Plus, Markman said the skid loaders are already in use for removing snow elsewhere around town.

Markman said he wanted to inform the Finance Committee so they could give some thought about the equipment needs for maintaining the trails. He suggested John Deere equipment since equipment and service would be readily available in Jackson and also provide the opportunity to work with a business that's in town. Markman noted the County has John Deere mowers and attachments.

Markman said he just wanted to have the Finance Committee give some thought to adding another person to the Street Department. He said he knows it's process to add another position to a department, but the Street Department is getting to that point. Markman said finding someone to work part-time with a CDL (Commercial Driver's License) is going to be a tough thing to do. He said if someone has a CDL they are going to be working fulltime elsewhere.

Markman noted the liquor store property has added another hour to hour-and-a-half of snow removal, plus maintaining it every time the wind blows until some bushes or trees can be established. He said the liquor store parking lot is a tough one to keep open sometimes. Markman also noted the additional mowing during the summer months.

Markman said he just wanted to plant the seed for the Finance Committee to consider adding an additional person to the Street Department along with future equipment needs. He said looking forward, as the City has been growing the Street Department hasn't. Markman said the Street Department has been trying to keep up with the same number of staff members.

Regarding equipment, Markman said the Street Department's 950 Cat Payloader is a 1988 model. He said it's becoming more difficult to get parts for. Markman said some rims on the 950 Cat Payloader started to get bad and some replacement rims were found in the State of Washington. Markman said the 950 Cat Payloader is primarily used with the big blower for snow removal in the wintertime.

Markman said the Street Department is not asking for a brand new payloader, but a payloader that's more modern and easier to get parts for. He said a more modern payloader may cost a little more than \$40,000 to \$50,000 just because of the current market. Markman said a brand new payloader, similar to what the County just purchased, is just over \$250,000. He said a brand new Sno Go snowblower, similar to the size the City would use, costs over \$300,000. Markman noted used equipment is available on the market. He said the City's current snowblower is a 1995 model.

Markman said current pricing for the Street Department's equipment needs can be compiled and provided to the Finance Committee.

Regarding hiring an additional person for the Street Department, Skaret asked Markman if there's enough work to justify hiring a sixth person when there isn't a lot of mowing or snow removal to be done.

Markman said there's enough work. He said the Street Department always has maintenance work to be done. Markman said there's intakes that need to be repaired, street sweeping, and asphaltting.

Markman said he wasn't asking for any decisions at the August 23<sup>rd</sup> Finance Committee meeting. He just wanted to make the Committee aware of the Street Department's equipment and staffing needs as the City grows.

Mayor Walter thanked Markman for his presentation.

### **MIKE MUCHLINSKI SICK LEAVE PAYOUT REQUEST**

Skaret noted Mike Muchlinski was a 15-year employee for the City of Jackson. He said according to the City's current personnel policy, the City would pay out 75 percent of his unused sick leave. Skaret said he informed Muchlinski about the City's personnel policy regarding the payout for sick leave.

Skaret said Muchlinski is requesting a 100 percent sick leave payout. He said Muchlinski's justification is that he doesn't understand why he would fall under that policy.

Finck said the way he looks at the situation is either Muchlinski follows the City's personnel policy regarding the sick leave payout at 75 percent or he receives no sick leave payout. Finck explained his reasoning is to maintain consistency regarding vacation and sick leave payouts. He recommended following the City's personnel policy.

### **RIVER STREET RECONSTRUCTION PROJECT: 2023**

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Skaret reported Jackson County is planning to reconstruct River Street from Ashley Street down to South Highway in 2023. He said the City has a water main and a sanitary sewer force main under River Street.

Skaret said he thinks it would be best to do the County's River Street reconstruction and the City's water main and sanitary sewer main work as a County/City joint project because that way you would only have to open and close the street once.

Skaret said County Public Works Director Tim Stahl said he would be interested in doing a joint project if a different engineering firm was used instead of the firm that was used on the South Highway Project. He said Stahl would be open to working with engineering firm SEH.

Skaret said he could approach SEH about engineering services for the City's portion of the River Street project.

Finck said he had no problem having Skaret contact SEH regarding engineering services.

### **LIQUOR STORE STAFFING-HIRE DAY STAFF TO REPLACE REBECCA DOSE**

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Skaret said Rebecca Dose will be leaving her position at the liquor store in September. He said Liquor Store Manager Michelle Bratrud would like to advertise to fill the position.

Finck said to have Bratrud begin advertising.

(Finck and Markman leave the meeting)

### **HOLIDAY FEST FIREWORKS: SPLIT COSTS 50/50 WITH THE CHAMBER**

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Mayor Walter said he doesn't think there would be a problem with the City splitting the cost of the Holiday Fest Fireworks 50/50 with the Chamber of Commerce.

Skaret noted the City has done a 50/50 split with the Chamber on the cost of the Holiday Fest fireworks in the past.

## **MRES WHOLESALE ENERGY RATES: 2022 5% REDUCTION**

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Skaret said Missouri River Energy Services will be reducing their electric rates by five percent in 2022.

Skaret noted it was decided after the electric rate study was completed that the City would keep their electric rates flat. He said that avoids electric rates fluctuating and assures electric customers their electric rates are not going to be going up for the next five years. Skaret said his recommendation would be to keep the electric rates flat.

## **DISC GOLF COURSE BASKETS**

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Skaret said the developer of the disc golf course obtained a quote of \$6,400 for the purchase of 18 new disc golf course baskets. He said the disc golf course developer wasn't in favor of using any of the baskets from the old course due to consistency and also warranty purposes.

Skaret said the goal of the group developing the disc golf course is to attract tournaments to be played in Jackson. He said in order to host sanctioned tournaments, the course needs to have baskets that are up to the disc golf organization's standards.

Mayor Walter said he doesn't have a problem with the City purchasing the 18 new disc golf course baskets for \$6,400.

Skaret said the purchase will go before the City Council for approval. He noted construction of the disc golf course is underway.

## **SPLASHPAD IS OUT OF SERVICE**

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Skaret reported the splashpad is currently out of service. He explained the control panel for the splashpad burned out last week (August 15<sup>th</sup> through August 21<sup>st</sup>, 2021). Skaret said the control panel is under warranty. He said Street Superintendent Phil Markman and Neal Carlson have been working with CRS and Vortex, the companies who supplied the control panel. Skaret said he doesn't have an update on when the splashpad is going to be back in service.

Skaret said the control panel getting burned out at the splashpad was very upsetting.

## **AGCO SOLAR PROJECT**

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Skaret said there's been talk that AGCO has been looking into developing a solar project for their facility in Jackson. He said plans and details of the proposed solar project have not yet been brought forward.

## **ADJOURNMENT**

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**With no further business, the Finance Committee meeting adjourned at 5:52 p.m.**

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**David A. Maschoff, Recording Secretary**

