

MINUTES OF
SPECIAL COUNCIL MEETING
JULY 14, 1992

CALL TO ORDER:

The Special Meeting of the Galena City Council was called to order Tuesday, July 14, 1992 at 7:00 p.m. in the Council Chambers with Roy Watkins, Mayor, presiding. Purpose of the Special Meeting was to review the proposed budget, consider the proposal from Mense Churchwell and Mense to conduct the 1992 audit and prepare the 1994 budget, Discuss Personnel, and to discuss the cash balance in the General Fund.

ROLL CALL:

Roll call indicated the following council members present: HAYES, SCOTT, BURKYBILE, TIPTON, GOURLEY
ABSENT: GABRIELSON, MEANS, BYRD, ALLEN, STANSBERRY

ALLEN ENTERED 7:05 P.M.

1993 BUDGET:

Matt Mense of Mense Churchwell and Mense met with the Council to review the proposed budget for 1993. He pointed out to the council that he had increased the mill levy in the Employee Benefit Fund to 10.24 mills. The city can now pay the employee benefits for the utilities employees out of this fund if they so desire. All employee benefits including health and life insurance can be paid from this fund. The total levy for the 1993 budget will be 35.11 mills.

STANSBERRY ENTERED 7:10 P.M.
MEANS ENTERED 7:30 P.M.

Other discussion centered around the Municipal Equipment Fund, VIN and the financing of raises for city employees.

BURKYBILE LEFT AT 7:55 WHILE THE COUNCIL DISCUSSED THE FINANCING OF RAISES. SHE RETURNED AT 7:58 P.M.

Moved by STANSBERRY, seconded

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by TIPTON to publish the proposed budget as presented and set the Budget Hearing Date for August 4, 1992 at 7:00 p.m. in the Council Chambers.

AYES: HAYES, MEANS, SCOTT, BURKYBILE, ALLEN, TIPTON, STANSBERRY, GOURLEY

NAYS: NONE

Motion declared carried.

1992 AUDIT CONTRACT:

Moved by STANSBERRY, seconded by HAYES to contract with Mense Churchwell and Mense to conduct the 1992 audit and prepare the 1994 budget at the same rate as the 1991 audit and the 1993 budget.

AYES: HAYES, MEANS, SCOTT, BURKYBILE, ALLEN, TIPTON, STANSBERRY, GOURLEY

NAYS: NONE

Motion declared carried.

PATROLMAN:

The Personnel Committee met with Chief Collins and reviewed the applications for the position of patrolman. They recommend that Bobby Turner be hired as patrolman, eliminate the position of relief officer and use reserve officers as needed. They also recommended that Richie Babbit, Billy Crum, Mark Prauser, and Nancy King be added to the roster of reserve officers.

Allen questioned whether there are funds in the General Fund to replace the police officer or whether the shifts should be covered by the present officers.

Moved by GOURLEY, seconded by BURKYBILE to appoint Bobby Turner as Patrolman, eliminate the position of relief officer and use reserve officers as needed.

AYES: HAYES, MEANS, SCOTT, BURKYBILE, TIPTON, STANSBERRY, GOURLEY

NAYS: ALLEN

Motion declared carried.

RESERVE OFFICERS:

Moved by GOURLEY, seconded by BURKYBILE to appoint Richie Babbit, Billy Crum, Mark Prauser and Nancy King as Reserve Officers.

AYES: HAYES, MEANS, SCOTT, BURKYBILE, ALLEN, TIPTON,

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STANSBERRY, GOURLEY
NAYS: NONE
Motion declared carried.

GENERAL FUND:

The Council discussed the cash balance in the General Fund. The city clerk stated that Mr. Mense had informed her when he performed the audit in June that the Special Equipment Fund is not carried as part of the of the General Fund when he audits. She informed the council that the General Fund will be on a negative balance if this fund is taken out of the General Fund.

Clifford McQuillen, city treasurer, informed the council that if the council determined the funds in the Municipal Equipment Fund were not needed for the purpose for which they were transferred, they could be credited back to the fund from which they were transferred. This would transfer them back to the General Fund.

RESOLUTION 92-7:

Moved by STANSBERRY, seconded by GOURLEY to approve Resolution 92-7 transferring the funds in the Municipal Equipment Fund to the General Fund.
AYES: HAYES, MEANS, SCOTT, BURKYBILE, ALLEN, TIPTON, STANSBERRY, GOURLEY
NAYS: NONE
Motion declared carried.

MUNICIPAL EQUIPMENT FUND:

Moved by MEANS, seconded by ALLEN to discontinue the use of the Municipal Equipment Fund.
AYES: HAYES, MEANS, SCOTT, BURKYBILE, ALLEN, TIPTON, STANSBERRY, GOURLEY
NAYS: NONE
Motion declared carried.

FIRE CHASSIS FUND:

Moved by ALLEN, seconded by BURKYBILE to discontinue transferring to the Fire Chassis Fund.
AYES: HAYES, MEANS, SCOTT, BURKYBILE, ALLEN, TIPTON, STANSBERRY, GOURLEY
NAYS: NONE
Motion declared carried.

PURCHASE ORDERS:

The City Treasurer reported that purchase orders were not being used as they were


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designed to be used. He stated departments were making the purchases and bringing in the invoices and then the purchase orders were being prepared. He stated that when the purchase orders were signed by the clerk, they should be signed at the time items are ordered or prior to being purchased as the funds are encumbered at that time. He explained that when the city clerk signs, she states that the funds are available. If the purchases are made without a purchase order, she has no way of knowing what is encumbered.

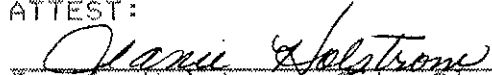
With all purchases being approved by the Finance Committee, the purchase orders can be prepared at the time the Finance Committee approves them.

ADJOURNMENT:

Moved by STANSBERRY, seconded by GOURLEY to adjourn the Special Meeting of the Galena City Council.
AYES: HAYES, MEANS, SCOTT, BURKYBILE, ALLEN, TIPTON, STANSBERRY, GOURLEY
NAYS: NONE
Motion declared carried.


Roy Watkins, Mayor

ATTEST:


Jeanie Holstrom, City Clerk

(SEAL)