

REGULAR MEETING

September 11, 2012

7:00 p.m.

There being a quorum present, Mayor Saunders called the meeting to order at 7:00 p.m.

Council members present: Rick Neumayer, Carole Cottrell, Ann Fessenden and Tyrone Martin

Absent: Greg Allen

Neumayer made a motion to approve the Consent Agenda to include the Minutes to the last meeting and budget review and payment of bills. Fessenden seconded the motion. Votes:

**For** – Neumayer, Cottrell, Fessenden and Martin

**Against** – None

**Passed** – 4-0

**Public Comment:**

- None

The following Budgets were presented for consideration:

**General Fund**

<b>acct #</b>	<b>account name</b>	<b>FYE 9/30/13 Proposed</b>
4001	NOW Account Interest	50.00
4002	Returned Check Charges	25.00
4003	Misc Admin Revenue	10.00
4004	Section 8 Housing Admin	0.00
4005	Building Permits	1,000.00
4006	Clean Kerens	3,678.00
4009	Copies & Faxes	250.00
4010	Sale of Assets	0.00
4013	License, Registrations & Permits	750.00
<b>40</b>	<b>ADMIN REVENUES</b>	<b>5,763.00</b>
4401	Daily Receipts-Streets	17,500.00
	Reserve for Equipment	
4402	Street Dept-Mow & Demltion	2,500.00
4403	Street Dept - Culverts	
<b>44</b>	<b>STREET DEPT REVENUES</b>	<b>20,000.00</b>
4501	Sanitation Fees	71,000.00
<b>45</b>	<b>SANITATION REVENUES</b>	<b>71,000.00</b>

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4601	Court Fines & Fees	130,000.00
4604	Court Technology Fund	4,675.00
4608	Court Security Fund	3,500.00
4610	Court Time Pay Fees	225.00
4612	Court MSB Fees	500.00
4613	Court Omni Fees	500.00
4602	Court Refunds	(250.00)
4603	Dog License & Fees	400.00
4605	Police Reports	10.00
4606	COPS Fast/Small Communities Grant	0.00
4607	Law Enf. Education Grant	850.00
4609	Police Misc. Revenue	10.00
<b>46</b>	<b>TOTAL POLICE DEPT REVENUE</b>	<b>140,420.00</b>
4801	Current Property Taxes	233,628.00
4802	Prop. Tax Discount Allowed	(3,000.00)
4803	Delinquent Property Tax	10,000.00
4804	Pen & Int on Prop Tax	5,000.00
4806	Sales Tax From State	120,000.00
	4-B Sales Tax	25,000.00
4807	Street Maint. Sales Tax	25,000.00
4810	Alcoholic Beverae Tax	50.00
4808	Franchise Fees	60,000.00
4811	Hotel Occupancy Tax	350.00
4809	P.I.L.O.T. from PHA	2,500.00
<b>48</b>	<b>TOTAL TAX REVENUES</b>	<b>478,528.00</b>
<b>4901</b>	<b>Rental Income</b>	<b>1,500.00</b>
<b>4</b>	<b>TOTAL REVENUES</b>	<b>717,211.00</b>
<b>5</b>	<b>TOTAL EXPENSES</b>	<b>717,211.00</b>
	<b>Excess/(Shortfall)</b>	<b>0.00</b>
	Economic Development Corp	25,000.00
	Clean Kerens	3,678.00
5401-9	Rental Prop Electricity	600.00
5402-9	Rental Prop Gas	300.00
5404-9	Rental Prop R & M	550.00
5505-9	Rental Prop Supplies	25.00

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5550-9	Rental Prop Misc Exp	25.00
	<b>Total Rental Property Expenses</b>	<b>1,500.00</b>
5011-0	Admin Salary & Wages	61,320.00
5010-0	Admin Overtime	0.00
5013-0	Admin Contract Labor	1,000.00
5014-0	Admin Health & Life Ins	14,524.00
5015-0	Admin Workers Comp	140.00
5016-0	Admin OASDI Expense (.062)	3,800.00
5017-0	Admin Medicare Expense (.0145)	889.00
5021-0	Admin Employee Retirement Plan	1,800.00
5102-0	Admin Casualty Loss	0.00
5103-0	Admin Real Prop Insurance	1,200.00
5106-0	Admin Vehicle Liability	32.00
5110-0	Admin Gen Liability Ins	750.00
5112-0	Admin Errors & Omissions	1,000.00
5114-0	Admin Fidelity Bond	150.00
5201-0	Admin Equipment R & M	100.00
5203-0	Admin Equipment Lease	2,500.00
5401-0	Admin Electricity	4,000.00
5402-0	Admin Gas	600.00
5404-0	Admin Bldg R & M	18,267.00
5501-0	Admin Legal Fee	200.00
5502-0	Admin Newspaper Ads	50.00
5503-0	Admin Dues & Publications	1,500.00
5504-0	Admin Travel & Training	500.00
5505-0	Admin Office & Comp Sup	4,000.00
5550-0	Admin Misc Exp	1,500.00
5801-0	Admin Audit Fees	2,750.00
5802-0	Admin Bank Fees	50.00
5803-0	Admin Council Fees	250.00
5804-0	Admin Election Expense	2,500.00
5805-0	Admin Mail & Postage	1,200.00
5806-0	Admin Penalty & Interest	0.00
5807-0	Admin Telephone	3,750.00
5808-0	Admin Internet Services	520.00
5900	ADMIN CAPITAL EXP	0.00
	<b>TOTAL ADMIN EXPENSES</b>	<b>130,842.00</b>
5012-3	Shop Hourly Wages	18,300.00
5010-3	Shop Overtime	2,048.00
5014-3	Shop Health Insurance	8,056.00

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5015-3	Shop Workers Comp	1,000.00
5016-3	Shop OASDI Expense (.062)	1,262.00
5017-3	Shop Medicare Expense (.0145)	294.00
5018-3	Shop Uniform Expense	175.00
5021-3	Shop Retirement Plan	616.00
5103-3	Shop Real Prop Ins	50.00
5201-3	Shop Equip R & M	500.00
5202-3	Shop Gas & Oil	750.00
5401-3	Shop Electricity	1,500.00
5402-3	Shop Gas	100.00
5404-3	Shop Building R & M	100.00
5505-3	Shop Parts & Supplies	6,000.00
5550-3	Shop Misc Expense	25.00
5930-3	Shop Capital	0.00
	<b>TOTAL SHOP EXPENSES</b>	<b>40,776.00</b>
5012-4	Street Dept Hourly Wages	13,650.00
5010-4	Street Dept Overtime	0.00
5013-4	Street Dept Cont. Labor	0.00
5014-4	Street Dept Life & Health	0.00
5015-4	Street Dept Workers Comp	1,000.00
5016-4	Street Dept OASDI Expense (.062)	853.00
5017-4	Street Dept Medicare Exp (.0145)	200.00
5018-4	Street Dept Uniform Exp	175.00
5021-4	Street Dept Employee Retirement Plan	0.00
5102-4	Street Dept Casualty Loss	0.00
5103-4	Street Mobile Equip Ins	600.00
5105-4	Street Dept Damage Ins	450.00
5106-4	Street Dept Veh Liability	260.00
2301	Street Dept Note Payable	10,000.00
5846-4	Street Dept Interest Exp	500.00
5201-4	Street Dept Equip R & M	5,000.00
5404-1	Park Dept R & M	250.00
5202-4	Street Dept Equip Gas&Oil	4,500.00
5203-4	Street Dept Equip Rental	0.00
5203-1	Park Dept Electricity	2,000.00
5401-4	Street Dept Electricity	34,000.00
5404-4	Street Repair (Maint Tax)	25,000.00
5505-4	Street Dept Parts/Supplies	5,000.00
5550-4	Street Dept Misc Exp	25.00
5841-4	Street Dept Asphalt&Gravl	10,000.00
5940	STREET DEPT CAPITAL EXP	0.00

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	<b>Total Street Dept. Expenses</b>	<b>113,463.00</b>
5013-5	Sanitation Dep Contract	68,000.00
	<b>Total Sanitation Expenses</b>	<b>68,000.00</b>
5011-6	PD Salary	145,804.00
5012-6	PD Hourly Wages	
5010-6	PD Overtime	4,500.00
5009-6	PD Special Wages	0.00
5014-6	PD Health & Life Ins	35,649.00
5015-6	PD Workers Comp	6,000.00
5016-6	PD OASDI Expense (.062)	9,319.00
5017-6	PD Medicare Exp (.0145)	2,180.00
5018-6	PD Uniform Expense	1,000.00
5019-6	PD Unemployment Expense	0.00
5021-6	PD Employee Retirement Plan	4,500.00
5102-6	PD Casualty Loss	0.00
5105-6	PD Veh Damage Ins	1,200.00
5106-6	PD Veh Liability	1,200.00
5118-6	Law Enforcement Liab Ins	1,675.00
5201-6	PD Equipment R & M	10,000.00
5202-6	PD Gas & Oil	25,000.00
5404-6	PD Bldg R & M	250.00
5501-6	PD Legal Fee	150.00
5502-6	PD Newspaper Ads	25.00
5503-6	PD Dues & Publications	400.00
5504-6	PD Travel & Training	2,500.00
5505-6	PD Supplies	6,000.00
5550-6	PD Misc Exp	25.00
5861-6	PD Animal Control	3,000.00
5860-6	PD Interest Expense	5,000.00
5863-6	PD Communications	6,000.00
5960	PD CAPITAL EXPENDITURES	25,000.00
	<b>Total Police Dept. Expenses</b>	<b>296,377.00</b>
5501-9	Court Legal Fee	1,500.00
5013-6	Court Contract Costs	9,600.00
5503-9	Court Dues & Publications	150.00
5504-9	Court Travel & Training	500.00
5505-6	Court Office & Computer Supplies	500.00
5550-9	Court Security Expenses	3,500.00
5551-9	Court Technology Expense	4,675.00

**REGULAR MEETING**

**September 11, 2012**

**7:00 p.m.**

5920-8	Court Collection Expense	500.00
5990	COURT CAPITAL EXPENDITURES	0.00
		<b>20,925.00</b>
5505-7	FD Parts/Supplies	2,000.00
5550-7	FD Misc Exp	0.00
5871-7	FD Operations Fee	0.00
5873-7	FD Life & Disability Ins	0.00
	<b>Total Fire Dept. Expenses</b>	<b>2,000.00</b>
5501-8	Tax Dept Legal Fee	0.00
5502-8	Tax Dept Newspaper Ads	250.00
5550-8	Tax Dept Misc Exp	0.00
5881-8	Appraisal District Share	4,000.00
5882-8	Tax Dept Collection Fees	400.00
	<b>Total Tax Dept. Expenses</b>	<b>4,650.00</b>
	Library Subsidy	10,000.00
	<b>Total Library Expenses</b>	<b>10,000.00</b>

**Revenue Fund**

		Water Dept budget	Sewer Dept budget
4010	Sale of Assets	0.00	0.00
4001	NOW Account Interest	12.00	6.00
4002	Returned Check Charges	169.00	91.00
4103	Late Charges	19,500.00	10,500.00
4104	Service Fees	1,950.00	1,050.00
4107	Transfer Fees	65.00	35.00
4004	Recover Bad Debt	0.00	0.00
4003	Misc Revenues	6.00	3.00
	<b>ADMIN REVENUES</b>	<b>21,702.00</b>	<b>11,685.00</b>
4101	Sales	403,326.00	228,260.00
4105	Tapping Fees	0.00	0.00
4106	Repair Service	25.00	25.00
	<b>W/S REVENUES</b>	<b>403,351.00</b>	<b>228,285.00</b>
<b>4</b>	<b>TOTAL REVENUES</b>	<b>425,053.00</b>	<b>239,970.00</b>
	<b>Excess/(Shortage)</b>	<b>(0.00)</b>	<b>(0.00)</b>

**REGULAR MEETING**

**September 11, 2012**

**7:00 p.m.**

<b>5</b>	<b>TOTAL EXPENSES</b>	<b>425,053.00</b>	<b>239,970.00</b>	
5012	Wages	115,051.00	70,261.00	
5011	Admin	12,233.00	6,587.00	
	Public Works	50,278.00	27,072.00	
5010	Overtime			
	Admin	0.00	0.00	
	Public Works	6,890.00	3,710.00	
5014	Health Insurance			
	Admin	5,149.00	2,773.00	
	Public Works	12,873.00	6,932.00	
5015	Workers Comp			
	Admin	73.00	40.00	
	Public Works	2,265.00	1,220.00	
5016	OASDI			
	Admin	758.00	409.00	
	Public Works	3,545.00	1,908.00	
5017	Medicare			
	Admin	177.00	96.00	
	Public Works	829.00	446.00	
5021	Retirement Plan			
	Admin	365.00	198.00	
	Public Works	1,096.00	590.00	
5018	Uniforms	520.00	280.00	
5013	Contract Labor	18,000.00	18,000.00	
5811	Purchased Water	190,000.00	-	
	Loan Payments			
	Principle	15,000.00	75,000.00	
	Interest	3,000.00	7,936.00	
	Electricity	10,000.00	18,000.00	
	Chemicals	4,000.00	5,000.00	
	Testing & Permits			
	Lab Fees	2,500.00	3,500.00	
	Inspection & Permits	1,700.00	1,400.00	
	Sewer Easement Payment	-	75.00	
	Penalty & Int	0.00	0.00	
	Repair & Maintenance			
5404	System R & M	2,691.00	18,545.00	
5505	Parts & Supplies	20,000.00	8,000.00	
5203	Equipment Rental	200.00	300.00	
5818	Contracted Expense	100.00	1,500.00	
5821	Sludge Removal	-	1,500.00	

**REGULAR MEETING**

**September 11, 2012**

**7:00 p.m.**

	Transportation		
5105	Vehicle Damage	112.00	61.00
5106	Vehicle Liability	341.00	184.00
5201	Equipment R & M	3,250.00	1,750.00
5202	Gas & Oil	5,850.00	3,150.00
	Insurance		
5110	General Liability	423.00	228.00
5112	Errors & Omissions	504.00	272.00
5114	Fidelity Bond	98.00	52.00
5103	Real Property	824.00	900.00
	Office		
5505	Supplies	1,170.00	630.00
5201	Equipm R & M	26.00	14.00
5802	Bank Fees	65.00	35.00
5803	Collection Fees	65.00	35.00
5805	Mail & Postage	2,080.00	1,120.00
5502	Newspaper Ads	65.00	35.00
5901	Admin Equipment	0.00	0.00
5550	Misc	15.00	10.00
5817	Communications	1,560.00	840.00
	Professional Services		
5801	Audit Fees	1,788.00	963.00
5501	Legal Fees	0.00	0.00
5814	Engineering Fees	250.00	250.00
5504	Training	250.00	0.00
	Other		
5502	Newspaper Ads	25.00	25.00
5503	Dues & Publications	25.00	25.00
5550	Misc Expense	25.00	25.00
5590	Grant Expense	25,000.00	0.00
5840	Special Projects	-	0.00
5900	Capital	5,000.00	8,349.00
	Reserves		
	O & M	7,000.00	5,000.00
	Grants	5,000.00	5,000.00

Martin made a motion approve and adopt the budgets as presented. Neumayer seconded the motion. Votes:

**For** – Neumayer, Cottrell, Fessenden, and Martin

**Against** – None

**Passed** – 4-0

The following Order was read for consideration:



**REGULAR MEETING**

**September 11, 2012**

**7:00 p.m.**

**ORDER # 12-0911  
ADOPTING THE TAX RATE FOR FISCAL YEAR 2012**

On this 11<sup>th</sup> day of September 2012, came to be considered the Tax Rate for the year 2012, and it appearing to the council of the city of Kerens that said Tax Rate has been duly calculated in accordance with law by the Navarro County Tax Assessor and Collector, and all required public notices fully filed, and the said Tax Rate, having been duly considered by the council, on motion made, seconded and carried, it is ordered by the council that the said Tax Rate be, and it is hereby approved and adopted as follows:

The General fund rate shall be 0.64335 per one hundred dollars valuation;

The Debt Service rate shall be -0- per one hundred dollars valuation;

The total Tax Rate shall be 0.64335 per one hundred dollars valuation.

Exemption(s) shall be Disabled Veterans.

It is further ordered by the Council that discounts on taxes paid prior to January 1, 2013 will be available as follows:

Discount of 3% on taxes paid during the month of October 2012.

Discount of 2% on taxes paid during the month of November 2012.

Discount of 1% on taxes paid during the month of December 2012.

Neumayer made a motion to pass and approve the Order as read. Cottrell seconded the motion. Votes:

**For** – Neumayer, Cottrell, Fessenden, and Martin

**Against** – None

**Passed** – 4-0

Neumayer made a motion to approve Mayor Saunder's appointment of Diane Billingsley to the Health & Beautification Committee to replace Derinda Scott. Martin seconded the motion. Votes:

**For** – Neumayer, Cottrell, Fessenden, and Martin

**Against** – None

**Passed** – 4-0

Ruth Wilson asked the council to exempt her from paying a minimum water bill since she did not stay at her house last month. Mayor Saunders explained that she had used water at the house, so a minimum bill was required. He stated that she could pay out the bill over the next 90 days because she has been ill.

**Operations**

- **Property Inspections** – because of the power outage today, Officer Covey was unable to print his report for this month.
- **Water Dept.** – there have been several leaks this month attributed to the dry weather. Mayor Saunders reported that there was a leak at the N. Tower that we have not been able to pin point. It may be in the stand pipe.
- **Sewer Dept.** – No problems to report.
- **Street Dept.** – Some work has been accomplished.

## REGULAR MEETING

September 11, 2012

7:00 p.m.

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- **Police Dept.** – Chief Miers stated Couch has completed his training, and Officer Harvey is now officially retired, but we have the closest to 24/7 coverage than we have been in a long time. He went over the UCR report that shows that major crime was down for the year, and case closing was up even better than last year.
- **Animal Control** – Stray dog population seems to be increasing again.
- **Court** – No problems. Katherine is doing a good job.
- **Tax Dept.** – 94.24% of current property taxes collected as of August 31, 2012.
- **Office** – No major problems. Scott commended Oncor for their diligence in getting power restored after this morning's fire at the sub-station.
- **Grants** – 2013/2014 TDHCA Water/Sewer Improvement Grant was awarded to Kerens.
- **Economic Development** – No new developments.
- **Long Range Planning** – Improvements at the Garden Park are coming along.

Neumayer made a motion to recess the Regular Session and convene in Executive Session. Martin seconded the motion. Votes:

**For** – Neumayer, Cottrell, Fessenden, and Martin

**Against** – None

**Passed** – 4-0

Neumayer made a motion to adjourn the Executive Session and reconvene the Regular Session. Fessenden seconded the motion. Votes:

**For** – Neumayer, Cottrell, Fessenden, and Martin

**Against** – None

**Passed** – 4-0

Neumayer made a motion to accept Chief Miers recommendation to change Erik Heilmann's status to permanent full-time with full benefits. Cottrell seconded the motion. Votes:

**For** – Neumayer, Cottrell, Fessenden, and Martin

**Against** – None

**Passed** – 4-0

Neumayer made a motion to adjourn the meeting. Martin seconded the motion. Votes:

**For** – Neumayer, Cottrell, Fessenden, and Martin

**Against** – None

**Passed** – 4-0

With no further business to transact, Mayor Saunders adjourned the meeting at 7:38 p.m.

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**Jeffrey Saunders, Mayor**

**Attest:**

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**Cindy Scott, City Secretary**