

City of Lewisburg
Finance Committee
Via Teleconference due to COVID-19 Pandemic
Finance Committee Meeting Minutes
March 9, 2021

Present Finance Committee Chairman Mark Etten, Mayor Beverly White, Heather Blake, Arron Seams, Sarah Elkins, Josh Edwards, Treasurer, Susan Honaker, City Manager Misty Hill, Police Chief Chris Teubert, Fire Chief Joseph Thomas, Public Works Director Roger Pence, Planning and Zoning Director Marsha Cunningham, City Recorder Shannon Beatty.

Visitors Greg Belcher and Roger Kennedy of Chapman Technical Group.
Sara Richardson, Mountain Messenger.

Call to Order Chairman Etten called the March 9, 2021 Finance Committee meeting of the City of Lewisburg Finance Committee to order at 7:00 pm

Chapman Technical Group Task Order No. 32 Amendment No. 1- S. Lafayette Street Storm Sewer

Greg Belcher presented a report on the Task Order No. 32 Amendment No. 1 – S. Lafayette Street Storm Sewer. Discussion ensued.

Member Edwards made a motion to recommend to City Council to approve the Chapman Technical Group Task Order No. 32 Amendment No. 1 – S. Lafayette Street Storm Sewer in the amended amount of \$88,000. Mayor White seconded the motion. With all in favor the motion carried.

Chapman Technical Group Task Order No. 34 – City Hall Brick Repointing

Greg Belcher presented a report on the Task Order No. 34 - City Hall Brick Reporting. Discussion ensued.

Member Edwards made a motion to table action on Chapman Technical Group Task Order No. 34 – City Hall Brick Repointing to City Council Meeting on March 16. Member Seams seconded the motion. With all in favor the motion carried.

Chapman Technical Group Task Order – Stratton Alley Project Phase I

Greg Belcher informed the committee of the Stratton Alley Project Phase I status. Discussion ensued.

Member Edwards made a motion to table action on Chapman Technical Group Task Order – Stratton Alley Project Phase I. Member Elkins seconded the motion. With all not favor the motion failed.

Member Seams made a motion to recommend to City Council to direct administration to proceed with requests for bids as well as plans from Chapman Technical Group for an amount not to exceed \$3,000 for the Stratton Alley Project Phase I. Mayor White seconded the motion. With all in favor the motion carried.

Chapman Technical Group Task Pay Request 2 – 219 North Sidewalk Project – Phase III

Greg Belcher presented the details on the 219 North Sidewalk Project – Phase III for the Task Pay Request 2. Discussion ensued.

Member Blake made a motion to recommend to City Council to approve the Task Pay Request 2 – 219 North Sidewalk Project – Phase III to Mountaineer Construction, Inc. with Chapman Technical Group as the architects in the amount of \$43,958.60. Mayor White seconded the motion. With all in favor the motion carried.

Employee Hazard Pay

Mayor White presented a request for Employee Hazard Pay due to Covid 19. Discussion ensued with regard to a comprehensive plan for the Cares Act Funds.

Member Blake made a motion to table action on Employee Hazard Pay until a complete comprehensive plan for the Cares Act Funds is provided. Member Elkins seconded the motion. With all in favor the motion carried.

Cost of Living Increase

City Manager Misty Hill presented the report on the cost of living increase. Discussion ensued with regard to available revenue for present and future cost of living increases.

Member Seams made a motion to recommend to City Council to approve the cost of living increase as presented with a total impact of \$58,371.47 with \$14,263.12 from Water Funds \$44,108.68 from General Funds. Mayor White seconded the motion. It is noted that the motion intention was to state that the cost of living increase is to be effective on March 17, 2021. With all in favor the motion carried.

Mayor’s Salary Effective July 1, 2023

City Manager Misty Hill presented a recommended adjustment for the salary of the Mayor position to be effective for the next elected Mayor. Discussion ensued. City Manager Misty Hill was directed to calculate the total cost for the recommended salary adjustment.

No action was taken.

City Manager Salary

Mayor White presented a report on City Manager Salary’s from other comparable cities and a recommendation for an increase in the salary for the City Manager position in the amount of \$65,500. Discussion ensued.

Member Edwards made a motion to recommend to City Council to approve adjustment to the City Manager Salary to the amount of \$65,500 to be effective March 17, 2021. Member Seams seconded the motion. With all in favor the motion carried.

Treasurer’s Salary

City Manager Misty Hill presented a report on the Treasurer’s work performance and dedication to her position and recommended an adjustment to the Treasurer’s salary to be effective March 17, 2021. Discussion ensued.

Member Elkins made a motion to recommend to City Council to approve adjustment to the Treasurer’s salary to the amount of \$50,544 to be effective March 17, 2021. With requesting a re-evaluation of the pay scale across the board for all salaries. Mayor White seconded the motion. With all in favor the motion carried.

Fire Department – Approval of the Purchase of Barnett Property for Fire Station No. 1

Chairman Etten requested clarification as to discussion in Special Session. Discussion ensued.

Mayor White made a motion to recommend to further discuss this issue in Special Session for approval of the purchase of the Barnett property for Fire Station No.1. Member Seams seconded the motion. With all in favor the motion carried.

Police Department – Approval of 911 Center’s Computer Aided Dispatch (CAD) Report Software Payment

Chief Teubert presented a detailed report on the status for the 911 Center’s computer aided dispatch (CAD) report software to be compatible with the 911 Center. Discussion ensued.

Member Edwards made a motion to recommend to City Council to approve the purchase for the 911 Center’s computer aided dispatch (CAD) report software for the amount of \$47,814. Member Seams seconded the motion. With all in favor the motion carried.

Coal Severance Fund Budget Preparation and Approval for Fiscal Year 2022

Treasurer Honaker presented the Coal Severance Fund Budget for fiscal year 2022. Discussion ensued.

Mayor White made a motion to recommend to City Council to approve the Coal Severance Fund Budget for fiscal year 2022 as presented. Member Blake seconded the motion. With all in favor the motion carried.

General Fund Budget 2022 Requests – Police Department

Chief Teubert presented requests for the Police Department General Fund Budget 2022. Discussion ensued.

No action was required.

General Fund Budget 2022 Requests – Fire Department

Chief Thomas presented requests for the Fire Department General Fund Budget 2022. Discussion ensued.

No action required.

Approval of Minutes

February 9, 2021

Mayor White made a motion to approve the February 9, 2021 minutes as presented. Member Elkins seconded the motion. With all in favor the motion carried.

Communications from Members

Mayor White expressed thanks for the work on budget preparations by all the departments.

Adjournment

Member Seams made a motion to adjourn the meeting. Member Blake seconded the motion. With all in favor the meeting was adjourned at 9:41 pm.

Respectfully Submitted,
Susan Nutter