

**APPROVED MINUTES OF THE
COMMITTEE OF THE WHOLE**

May 16, 2023
Conference Room #119
5:30 P.M.

Present: Commissioners: Mayor Pro-Tem Robert Coughlin, Betsy Artz, Ron Draayer, Clarkston Morgan, Jessica Ann Tyson, and Mayor Stephen Kepley.

Staff present: Finance Director Tom Chase, Executive Assistant Stephanie Fox, Deputy City Administrator Shay Gallagher, DPW Director Chad Griffin, City Clerk Dan Kasunic, Engineering & Inspections Director Jim Kirkwood, Police Chief Bryan Litwin, Fire Chief Brent Looman, Fire Department Administrative Assistant Nancy Shane, with Sabo Representative Anna Kendall, and WKTV Director Tom Norton.

ENGINEERING DEPARTMENT:

**A. RECOMMEND AGREEMENT FOR PARTIAL RELEASE OF
EASEMENT FOR 2336 YORKTOWN DRIVE.**

Engineering & Inspections Director Kirkwood reviewed the diagrams and explained the recorded easement and the intended easement were different and did not represent the original design. He stated by releasing that portion the easement will no longer encumber the home and deck allowing the homeowner to rebuild his deck.

Motion by Artz, seconded by Tyson, to recommend approval to the City Commission for partial release of easement for 2336 Yorktown Drive.

Motion Carried.

FINANCE DEPARTMENT:

**A. RECOMMEND RESOLUTION TO APPROVE THE SOUTHKENT
CABLE TV/WKTV 2023-2024 BUDGET.**

WKTV Director Norton spoke of the budget being reduced because of “cord cutting” every year the revenue is reduced by Comcast because more subscribers switch to streaming services.

Motion by Artz, seconded by Tyson, to recommend to the City Commission to adopt a resolution to approve the Southkent Cable TV/WKTV 2023-2024 budget.

Motion Carried.

B. RECOMMEND RESOLUTION TO ADOPT THE DEBT SERVICE AND CAPITAL PROJECTS FUNDS BUDGETS FOR FY 2023-2024.

Finance Director Chase stated the information provided, describes the debt service, noting the 2003 bond will be paid off in October of this year. He informed the Committee of two new accounts have been added, those were 408 and 608 because of the Parks & Recreation millage.

Motion by Artz, seconded by Morgan, to recommend to the City Commission to adopt a resolution to approve the Debt Service and Capital Projects Funds budgets for Fiscal Year 2023-2024.

Motion Carried.

C. RECOMMEND RESOLUTION TO APPROVE THE WATER AND SEWER FUNDS BUDGETS AND SET WATER RATES FOR FY 2023-24.

Engineering and Inspections Director Kirkwood stated this is done annually to adjust for costs and water and sewer rate changes since we are a wholesale customer of the Wyoming Water District. He informed the Committee of the changes for the upcoming fiscal period will increase 2.7% for both water and sewer.

Motion by Artz, seconded by Morgan, to recommend to the City Commission to approve a resolution approving the Water and Sewer Funds budgets and to set water and sewer rates for Fiscal Year 2023-2024.

Motion Carried.

The meeting was adjourned at 6:05 P.M.

Dan Kasunic
City Clerk

Robert Coughlin
Mayor Pro-Tem