Cross Plains City Commission
Regular Meeting Agenda

Thursday, March 6, 2025 at 7:00 P.M.
at Cross Plains City Hall

1. Call to Order.

2. Invocation and Pledge of Allegiance.

3. Minutes of Previous Meetings.
   a. February 6, 2025 Regular Commission Meeting.

4. Financial Report – February 2025
   a. General Fund checking: $ 134,510.31
   b. Fire Fund checking: $ 62,995.55
   c. CD's:

Playground	$ 13,064.94
General	$ 892,856.76
Roads	$ 96,102.79

5. Reports - Mayor Graves
   a. Fire Dept – 89 calls (29 inside city/60 outside city)
      Fuel – 105.8 gas/80.0 diesel
   b. Police Dept – 49 calls
      Fuel – 352.6 gallons
   c. Building Dept – 2 Permits/6 Inspections

6. Public Comments (Limited to 3 minutes).

7. Old Business
   a. City Manager position.
   b. ISO Update – Fire Chief

8. New Business
   a. Request from Cross Plains Community Chamber to put a 'Little Free Library' at City Hall.
   b. Roadblock Fundraiser Permit request – Shriners Hospital, March 29, 2025

9. Adjournment.

City Of Cross Plains
Year to Date Budget
For the Eight Months Ending February 28, 2025

	Year to Date Actual	Total Budget	Budget Balance
Revenues			
Intergovernmental Revenues			
Local Opt Sales Tax	412,294.58	645,000.00	232,705.42
State - TVA Allocation	10,867.08	18,000.00	7,132.92
State Sales Tax	151,400.41	221,000.00	69,599.59
State - Sportsbetting	2,829.69	3,500.00	670.31
State Income Tax	0.00	150.00	150.00
State Beer Tax	1,080.89	9,000.00	7,919.11
State - Mixed Drink Tax	7,817.00	0.00	(7,817.00)
State Gas Tax	10,591.06	0.00	(10,591.06)
State City Street & Trans.	2,178.35	3,200.00	1,021.65
State Transp. Modernization	500.94	600.00	99.06
State Gas-Motor Fuel Tax	16,671.79	33,300.00	16,628.21
State Gas-1989 Tax	2,628.22	5,200.00	2,571.78
State Gas-Improve Tax	8,392.08	16,700.00	8,307.92
State Gas-3 cent tax	4,852.96	9,700.00	4,847.04
Total Intergovernmental Revenues	632,105.05	965,350.00	333,244.95
Other Revenues			
Wholesale Beer Tax-7%	45,358.38	73,000.00	27,641.62
Springfield Gas	0.00	4,500.00	4,500.00
Cable TV Franchise Fees	4,746.40	9,500.00	4,753.60
Beer Permits	950.00	1,000.00	50.00
Building Permits	3,957.00	13,500.00	9,543.00
Pavilion Revenue	900.00	1,000.00	100.00
Accident Reports	55.00	100.00	45.00
Ballfield Rental Revenue	270.00	0.00	(270.00)
Fines and Tickets	145,765.06	175,000.00	29,234.94
County Court Fines Allocation	131.10	600.00	468.90
Billboard Sign Revenue	0.00	1,320.00	1,320.00
SBA Telecomm. Tower Inc.	12,243.07	17,000.00	4,756.93
Rent - Wheat commission	5,352.09	15,000.00	9,647.91
Interest Income	18,881.25	30,000.00	11,118.75
State Supplement	800.00	0.00	(800.00)
Police Grant Revenue	3,250.00	10,000.00	6,750.00
Miscellaneous Income	13,676.48	20,000.00	6,323.52
Donations	1,800.00	0.00	(1,800.00)
From Fund Bal-CAPITAL OUTLAY	0.00	342,806.00	342,806.00
Total Other Revenues	258,135.83	714,326.00	456,190.17
Total Revenues	890,240.88	1,679,676.00	789,435.12

City Of Cross Plains
Year to Date Budget
For the Eight Months Ending February 28, 2025

	Year to Date Actual	Total Budget	Budget Balance
Expenditures			
General Government			
City Recorder - Salary	38,274.46	55,703.70	17,429.24
Court Clerk - Salary	23,473.87	40,000.00	16,526.13
Mayor Salary	3,340.00	4,800.00	1,460.00
Commissioners Salary	3,690.00	5,904.00	2,214.00
Building Inspector Salary	9,028.00	13,542.02	4,514.02
City Manager - Salary	5,070.50	18,000.00	12,929.50
Maint. Supervisor	2,107.12	3,160.64	1,053.52
Office Help labor	6,081.75	12,000.00	5,918.25
Health Insurance	3,901.83	8,100.00	4,198.17
Christmas Bonus	6,900.00	5,850.00	(1,050.00)
Payroll Taxes	119,127.25	70,000.00	(49,127.25)
Workers Comp. Insurance	20,727.00	20,727.00	0.00
Litigation Tax	15,623.80	17,000.00	1,376.20
Election Expense	0.00	200.00	200.00
Printing and Advertising	1,628.30	1,500.00	(128.30)
Dues and Subscriptions	5,343.88	1,575.00	(3,768.88)
Misc. Fees	18,065.93	23,500.00	5,434.07
Telephone&Internet	5,096.00	10,500.00	5,404.00
Cell Phone	2,926.65	4,200.00	1,273.35
Cell Phone-City Mgr/Maint	120.00	360.00	240.00
Legal & Audit	5,199.80	10,000.00	4,800.20
Mileage	72.05	250.00	177.95
Office Supplies	1,455.30	2,500.00	1,044.70
Postage	443.70	500.00	56.30
Education	971.84	1,200.00	228.16
Insurance (Auto & Liab.)	39,171.00	39,171.00	0.00
Insurance (Property)	14,948.00	14,948.00	0.00
Retirement Funding	1,800.00	2,200.00	400.00
Surety Bonds	140.00	200.00	60.00
Bank Charges	0.00	50.00	50.00
Donations	32,500.00	32,500.00	0.00
Landscaping Expenses	0.00	500.00	500.00
Park Expenses	16,771.52	20,000.00	3,228.48
Park Restroom	0.00	1,500.00	1,500.00
JR Pro football park expense	0.00	10,000.00	10,000.00
Park-batting cage	4,000.00	5,000.00	1,000.00
Park-PA system	0.00	4,000.00	4,000.00
Park-soccer expense	0.00	500.00	500.00
Pavilion rent/dep refund	300.00	300.00	0.00
Fireworks	0.00	20,000.00	20,000.00
Parks - CAPITAL OUTLAY	152,806.00	152,806.00	0.00
Park mowing and maintenance	6,385.59	20,420.00	14,034.41
Office Equipment	0.00	1,500.00	1,500.00
Judge salary	6,000.00	9,000.00	3,000.00
Total General Govt. Expenses	573,491.14	665,667.36	92,176.22
Police Department			
Police Chief Salaries	52,961.63	81,000.00	28,038.37
Police Salaries	73,968.75	109,719.97	35,751.22
Police Salaries-Crossing Guard	7,362.73	9,500.00	2,137.27
Police - Health Insurance	10,231.66	16,000.00	5,768.34
Police - Training	2,862.70	3,000.00	137.30
E911 Communication District	23,391.04	28,457.13	5,066.09
Police - Auto Repairs	4,248.02	6,200.00	1,951.98
Police - Station & Bldg	2,705.99	8,500.00	5,794.01
Police - Uniforms	5,152.79	7,000.00	1,847.21

City Of Cross Plains
Year to Date Budget
For the Eight Months Ending February 28, 2025

	Year to Date Actual	Total Budget	Budget Balance
Police - Gas & Grease	14,216.04	25,000.00	10,783.96
Police - Misc Expense	6,752.94	2,500.00	(4,252.94)
Police - Equipment	21,693.38	25,000.00	3,306.62
Police Vehicle Payments	0.00	55,000.00	55,000.00
Police - Supplement pay	800.00	0.00	(800.00)
Police retirement	3,600.00	7,200.00	3,600.00
Total Police Dept. Expenses	229,947.67	384,077.10	154,129.43
Fire Department			
Fire Chief Salary	34,796.62	53,218.20	18,421.58
Fire - Insurance	10,946.44	20,000.00	9,053.56
Volunteer Firemen	9,150.00	20,000.00	10,850.00
Fire - Equip/Capital Outay	140,000.00	140,000.00	0.00
Total Fire Department	194,893.06	233,218.20	38,325.14
Highways and Streets			
Public Wks - Soccer lights	1,182.70	1,400.00	217.30
Village Green road engineer fe	0.00	35,000.00	35,000.00
Public Wks - Street Signs	455.06	2,000.00	1,544.94
Public Wks - Street Maint.	9,036.12	50,000.00	40,963.88
Public Works -Street Lights	25,546.68	46,000.00	20,453.32
Total Highways and Street	36,220.56	134,400.00	98,179.44
Building and Grounds Maintenance			
Electricity (buildings)	2,640.68	5,700.00	3,059.32
Water (bldgs)	2,180.54	4,300.00	2,119.46
Natural Gas (bldgs)	212.59	3,000.00	2,787.41
Maintenance	26,122.37	28,249.81	2,127.44
Janitorial Supplies	734.38	1,400.00	665.62
Total Bldg and Grounds Maint.	31,890.56	42,649.81	10,759.25
Total Expenditures	1,066,442.99	1,460,012.47	393,569.48
Excess Revenues over Expenses	**(176,202.11)**	**219,663.53**	**395,865.64**
Transfers			
Total Transfers	0.00	0.00	0.00
Excess Revenues over Expenditures	**$ (176,202.11)**	**$ 219,663.53**	**395,865.64**

City Of Cross Plains
Year to Date Budget
For the Eight Months Ending February 28, 2025

FIRE DEPT SPECIAL REVENUE	Year to Date Actual	Total Budget	Budget Balance
Interest Income - Fire Dept	$ 38.26	$ 0.00	(38.26)
County Fire Revenue	155,542.75	233,314.00	77,771.25
Fire dept donation	380.00	50.00	(330.00)
Robt Co EMS 1/2 Utilities	2,400.00	3,600.00	1,200.00
From Fund Balance-FD	0.00	50,000.00	50,000.00
Total Revenues	158,361.01	286,964.00	128,602.99
Fire Dept - Equipment Puchases	9,295.42	8,000.00	(1,295.42)
Fire Dept - Supplies	135.29	1,000.00	864.71
Vehicle Maintenance	7,048.51	12,000.00	4,951.49
Fire Station & Building	5,825.31	12,500.00	6,674.69
Fire Dept - Telephone	0.00	1,000.00	1,000.00
Fire Dept - Uniforms	3,918.51	2,000.00	(1,918.51)
Fire Prevention Expenses	0.00	2,100.00	2,100.00
Owens Chapel Fire Hall	608.76	2,250.00	1,641.24
Volunteer Fireman	17,477.14	10,000.00	(7,477.14)
Fire Dept - Misc Expense	4,588.41	0.00	(4,588.41)
Fire Dept - Training	1,448.39	1,800.00	351.61
Fire Dept - 911 Costs	2,946.40	8,839.24	5,892.84
Paid Fulltime Firemen	79,854.21	135,000.00	55,145.79
Firemen retirement	1,200.00	2,400.00	1,200.00
Firemen Insurance cost	151.56	0.00	(151.56)
Capital Outlay- Fire Truck	80,000.00	80,000.00	0.00
Total Expenses	214,497.91	278,889.24	64,391.33
Excess Revenues over Expenses	$ (56,136.90)	$ 8,074.76	64,211.66

Cross Plains City Commission
Regular Meeting Minutes

Thursday, February 6, 2025, at 7:00 P.M.

The Cross Plains City Commission met in a regular session on Thursday, February 6, 2025 at Cross Plains City Hall with the following board members present: Marlene Graves, Mayor; Ronald "Dukie" Eden, Vice Mayor; and Commissioners Barry Faulkner, Sherry Johnson and Jimmy Vaughn. Also present: City Recorder/Interim City Manager Holly Murphy.

1. Call to Order.
   Mayor Graves welcomed the delegation and called the meeting to order at 7:00 p.m.

2. Invocation and Pledge of Allegiance
   Pastor Arneal Strain from Friendship Baptist Church gave the invocation followed by the Pledge to the Flag led by Mayor Graves.

3. Minutes of Previous Meetings.
   a. December 5, 2024 Regular Commission Meeting
      Motion to approve the December 5, 2024 meeting minutes made by Vice Mayor Eden, seconded by Commissioner Johnson. Motion passed unanimously.
   b. January 9, 2025 Regular Commission Meeting
      Motion to approve the January 9, 2025 meeting minutes made by Commissioner Johnson, seconded by Commissioner Vaughn. Motion passed unanimously.

4. Financial Report – January 2025
   City Recorder/Interim City Manager Murphy read aloud the bank and CD balances as follows: General Fund checking: $213,526.43; Fire Fund checking: $64,428.48; CD's: Playground $13,064.94; General: $892,856.76; Roads: $96,102.79.
   Motion to approve the January Financial Report made by Commissioner Johnson, seconded by Vice Mayor Eden. Motion passed unanimously.

5. Reports – Mayor Graves gave the department reports as follows:
   a. Fire - 75 calls (22 inside city/53 outside city)
      Fuel – 89.8 gas/68.9 diesel
   b. Police – 57 calls
      Fuel – 309.2 gallons

6. **PUBLIC HEARING** on Ordinance 25-01, to amend Ordinance 24-01, the 2024-25 Fiscal Year Budget to reflect the actual revenue and expenses in multiple line items.
   a. Open Public Hearing on Ordinance 25-01.
      Mayor Graves opened the Public Hearing on Ordinance 25-01. There were no comments.
   b. Close Public Hearing on Ordinance 25-01.
      Mayor Graves closed the Public Hearing on Ordinance 25-01.

7. **Second Reading on Ordinance 25-01**, to amend Ordinance 24-01, the 2024-25 Fiscal Year Budget to reflect the actual revenue and expenses in multiple line items. (Passed First Reading 1/9/25).

City Recorder Murphy noted a few changes in the amendment ordinance since their last discussion as follows:

Misc Expense - added $2,500 for Insurance deductible to PEP for DeRose lawsuit;
Donations- added $25,000 donation toward purchase of ERES digital sign;
Police Retirement Funding – added $7,200 for police department retirement;

Ms. Murphy also advised that due to the purchase of a (statewide agency) radio for $9,028, the police department will only be able to purchase one body camera (budgeted from the Drug Fund) and they'll have to wait until the new budget to purchase the remaining two.

Vice Mayor Eden made a motion to approve Ordinance 25-01 on second reading, seconded by Commissioner Johnson. Motion passed unanimously.

8. Public Comments. (Limited to 3 minutes)
There were no public comments.

9. **Resolution 25-01**, a resolution to close a dormant city bank account at Volunteer State Bank and transfer the funds to the Farmers Bank.

Commissioner Johnson made a motion to approve Resolution 25-01, seconded by Commissioner Vaughn. Motion passed unanimously.

10. Old Business
    a. ISO Update – Fire Chief

Chief Tommy Jackson was on a fire call so Mayor Graves gave a brief ISO update.

Tommy recently met with the MTAS Fire Management Consultant to review our ISO report and he advised that the two main areas to improve our rating is manpower and training. We need a minimum of four firefighters to respond to the initial alarm on all structure fires (we had three on our last fire); and the Fire Department must provide at least three hours of structure fire training for all active members every three months. The Chief has been actively working on the ISO improvements. He is also interviewing for part-time firemen positions. Their new reporting system will go live on March 1st and should be a nice upgrade for the department.

    b. Zoning Ordinance update – Daniel Chaney

Daniel and the mayor had a zoom meeting with Amanda Harrington of RCS Planners a couple weeks ago to kickstart the project. Holly had copies of the zoning ordinance already scanned in her computer so she forwarded all of those to Amanda, who has advised that some of the copies didn't convert so there will be more manual work than originally thought which will push the cost closer to the $3,000 estimate than she first anticipated; but she has started and Daniel is looking forward to the finished product.

Daniel had one permit application in January and six inspections. He also takes multiple phone calls every day from people with questions.

11. City Manager Comments.

Interim City Manager Murphy confirmed their Strategic Planning/Goal Setting Session will be Wednesday, February 26th at 4:30 p.m.; also, a Beer Board meeting is scheduled for Monday, February 10th at 5:30 p.m. to consider a beer permit for Discount Tobacco and Deli which will be located in the former True's BBQ building.

Ms. Murphy stated that ball season is around the corner and she has already taken calls about field rentals and schedules. To assist with this, she announced the appointment of Jimmy Ring to oversee the parks, maintain the ballfields and handle the rentals.

12. Commissioner Comments.

Commissioner Vaughn announced his completion of the Elected Officials Academy. Vice Mayor Eden also completed the course.

Commissioner Vaughn inquired about the city manager resumes, which Ms. Murphy said according to Gary Jaeckel with MTAS, there have been none other than the initial four that she already forwarded to MTAS; but the deadline is next week so hopefully that will change.

Vice Mayor Eden mentioned the similarity of us and Orlinda with both experiencing a lack of personnel and fire departments competing with each other and he suggested that they consider possibly merging our fire departments to cover our area.

Commissioner Faulkner inquired about the coffee shop. Mayor Graves said they're scheduled to go before the Planning Commission next Thursday. Daniel authorized a 45-day permit that expired the end of the year and he extended it once. He said their ultimate plan is to move into the building with Discount Tobacco and Deli and remove the trailer. He gave them another extension until next Thursday's Planning meeting and hopefully they will get everything worked out.

13. Adjournment.

Commissioner Johnson made the motion to adjourn, seconded by Vice Mayor Eden. Motion passed unanimously.

Meeting adjourned at 7:39 p.m.

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City Recorder

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Mayor

City Of Cross Plains
Balance Sheet
February 28, 2025

ASSETS

Current Assets			
General Fund-Checking	$	134,510.31	
Friends of Kilgore-Checking		9,260.21	
State Street Aid Fund-Chkg		2,251.59	
Fire Dept Special Rev-Checking		62,995.55	
Drug Fund-Checking		9,287.19	
Fire Dept TS Account-Checking		30,202.98	
Total Current Assets			248,507.83
Other Current Asset			
CD Playground-Farmers Bk		13,064.94	
CDs General - Farmers Bk		892,856.76	
CDs Roads - Farmers Bk		96,102.79	
Total Other Current Assets			1,002,024.49
Other Assets			
Acct. Receivable - Sales Tax		46,887.00	
A/R Wholesale Beer		7,794.00	
A/R Springfield Gas		5,859.00	
A/R State		48,768.63	
A/R Fire - County		19,442.83	
Prepaid Insurance		30,385.37	
Total Other Assets			159,136.83
Total Assets			$ 1,409,669.15

LIABILITIES AND EQUITY

Current Liabilities			
A/P Fire	$	2,566.00	
Account Payable		26,296.26	
Social Security WH		51,711.81	
Fed WH		30,606.57	
Medicare WH		11,200.72	
Total Current Liabilities			122,381.36
Long-Term Liabilities			
Total Long-Term Liabilities			0.00
Total Liabilities			122,381.36
Equity			
Fund Balance - Undesignated		1,490,541.23	
Fund Balance - Drug		9,265.83	
Fund Equity - Fire		17,474.00	
Net Income		(232,345.71)	
Total Equity			1,284,935.35
Total Liabilities & Equity			$ 1,407,316.71

Unaudited - For Management Purposes Only