

MINUTES OF THE PROCTOR CITY COUNCIL BUDGET WORKING SESSION for June 20th, 2022.

Mayor Ward called the meeting to order at 5:00 pm.

MEMBERS PRESENT: Councilor Troy DeWall, Councilor Jake Benson, Councilor Jim Rohweder, Mayor Ward, Councilor Rory Johnson

MEMBERS ABSENT: None

OTHERS PRESENT: City Administrator Rich, Finance Director Leslie Brunfelt, Administrative Assistant Megan Jordan

Finance Director Brunfelt presents the upcoming changes to the budget process, including the new section that will be added to property tax statements. Because of these changes, she has suggested reworking the budget process and presents a timeline to ensure new deadlines are met. She is asking direction from council to establish/discuss their goals prior to speaking with department heads.

Brunfelt adds two of the biggest factors when determining the 2023 budget are contract negotiations and inflationary pressures. With salaries being the largest portion of the budget, this might pose a possible dip into reserves vs relying solely on increasing the levy. Discussion follows with proposed percentage increases for both wages in relation to inflation, along with a lengthier discussion pertaining to the amount the city has in reserves. Overall, council feels the city has done a good job with increasing the amount in reserves over the last few years, noting this to be in a good position for bonding when going out to bid for upcoming projects. Consensus is to continue to work toward keeping the existing reserve percentage of 40-42%, which is in the acceptable range of 35-50%.

Discussion follows with council suggesting an initial increase of 3% for the levy, 3% increase for salaries, additional capital needs, and a stormwater fee implementation. Discussion among members agree with the new deadline of September 30th, the preliminary budget needs to be completed by August 15th. Other priorities council members add for the 2023 budget are sidewalk repairs/replacements at \$50,000, a possibly EDA levy, fairground feasibility study at \$25,000, and including \$50,000 for parks. One area particularly discussed for improvements is the blacktop park on 3rd St.

Other topics discussed include:

Facility maintenance –previously budgeted \$100,000.00 a year for routine maintenance. Council suggests leaving an annual amount included in the 2023 budget. Along with budgeting \$10,000 for the Beautification Committee.

Revenue Sources:

SRO contract – increase from school district

Midway Township fire agreement per capita/per household amount

Building Permit/Fee scheduled increase

Budget working session is suspended at 6:02 pm, with another session scheduled to be determined.

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