

*Proctor's Vision*  
*Proctor, rich with railroad heritage, values above all, its people and their environment. Working together*  
*is our pathway to a safe, secure and progressive community*  
*Slogan: "You Have A Place In Proctor"*

## MINUTES

### SPECIAL BUDGET WORKING SESSION

Monday, November 20, 2023 4:30 PM

Proctor Community Activity Center, 100 Pionk Dr

#### **CALL TO ORDER**

Mayor Ward called the meeting to order at 4:30 pm. All members are present.

**OTHERS PRESENT:** City Administrator Jess Rich, Finance Director Brunfelt, and Megan Jordan

Prior to the meeting, Finance Director Brunfelt provided members of the council with a written presentation, including a detailed annual summary of the proposed budget and fund balances. Mayor Ward opens the floor to council members for initial conversations, questions, and clarifications. Discussion follows and includes salary breakdowns, specific fund transfers, overall capital spending, and specific large equipment purchases anticipated in the next couple of years. The delay in manufacturing equipment is also discussed and considered when projecting for large equipment purchases. Overall there has been a decrease of about 12% for insurance costs including workman's comp which has a different calculation pertaining to the fire department, but these decreases have been accounted for and included within the presentation to council.

Key points of discussion include an additional \$10,000 transfer to the public safety fund, a \$10,000 annual allocation for building and property maintenance at the golf course, and trust fund processes. Administrator Rich states the golf course manager has developed a 5 year plan prioritizing purchases and business operations, which council requests for review. Additional departmental expenditures are discussed including fire truck replacements and flooring upgrades for the fire department, trail and sidewalk maintenance, and the purchase of squad cars for the police department. It is noted there is currently one car still remaining on a lease, however future squad cars will be purchased outright and not entered into lease agreements.

Allocations of ARPA funds are reviewed and clarified for trails, 3<sup>rd</sup> St park, and sidewalks. While the city currently doesn't have ownership of the museum, council agrees to use a portion of profits from the charitable gambling fund. An exact amount is not determined, but will be placed as an agenda item for action at the December 4<sup>th</sup> meeting.

Finance Director Brunfelt requests direction from council pertaining to the levy increase in order to prepare for the Truth and Taxation meeting on December 4<sup>th</sup>. She states there currently is a surplus in the general fund, which the city could maintain with an increase as low as 4%. After a brief discussion, council agrees on a 5.5% increase to the levy for 2024. Salary comparisons and information is briefly discussed, no action taken with the suggestion of completing a full salary study at a later date.

M/S/P: Ward/Rohweder to adjourn the meeting at 5:45 pm.