

*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  
Thursday, July 11, 2024 – 11:00 AM  
Proctor Community Activity Center, 100 Pionk Dr

**CALL TO ORDER**

Mayor Ward called the meeting to order at 11:00 AM. All members are present.

**OTHERS PRESENT**

City Administrator Jess Rich, Finance Director Brunfelt, and Administrative Assistant Megan Mazzuco

Prior to the meeting, Finance Director Brunfelt provided members of the council with a written memo and detailed departmental summary of the proposed budget. Finance Director Brunfelt presented a summary listing five action items council will need to approve at a future meeting. In addition to setting the preliminary levy, the funding of the previously ordered plow truck and fire truck, along with funding a grader, loader, and police squads, equipment bond purchases and strategic planning for these equipment purchases becomes the top priority of discussion. Finance Director Brunfelt also discussed completion of the wage study, the open position of an eighth officer, and the operating budget of the Proctor Police Department. Prior to the budget working session, Finance Director Brunfelt and Administrator Rich determined discussion of the wage study and those findings will be brought to the newly formed committee to bring forth a recommendation to council.

Finance Director Brunfelt presented departmental budget summaries, reflected changes and potential operating increases for 2025. Specifically noted and discussed are new FMLA requirements, interest rates, and estimated health insurance increases. As of this meeting, the updated LGA amount has not been received.

Councilor DeWall discussed departmental needs, specifically noting the plow truck ordered from Nuss Trucking three years ago hasn't been delivered, nor has a VIN number received. Prices for both purchasing and outfitting have increased significantly, resulting in discussion to include funding equipment purchases. The funding options discussed for large equipment purchases included purchasing an equipment bond, leasing, and using cash reserves. The council requests Finance Director Brunfelt to research options utilizing sales tax proceeds as that fund has a significant balance and replenishes approximately \$500,000 annually. Discussion followed and included strategic planning for new bonding options, payments of bonds the city currently holds, bond rating, and future development.

Administrator Rich adds the PEDA commission also discussed their budget and is looking at a potential land purchase of about \$150,000.00. She also adds a recommendation has come from PEDA to propose a land swap with the school, the council encouraged the addition of this on the July 15<sup>th</sup> council agenda. Councilor Rohweder and Councilor Benson add to the discussion and provided background information on the implementation of the sales tax, the intended use of the proceeds, and discussed shifting these proceeds to the general fund on a one-time basis for reallocation. Finance Director Brunfelt notes she will research and reach out to legal to this as a funding option.

Mayor Ward and Councilor DeWall discussed the operating budget of the Proctor Police Department in more detail, specifically the financial impact with the addition of an eighth officer. It is estimated the addition of an eighth officer is between \$91,000 and \$121,000. This position is currently open until filled. It is noted officers

in the department have brought forth their support of an additional officer versus an increase in pay.

Preliminary discussion followed, with the temporary increase of the levy to 7% prior to the September 30<sup>th</sup> deadline. The budget summary provided by Finance Director Brunfelt reflected a levy of 3%, resulting in an undesignated General Fund surplus of \$123,000, noting this is before the consideration of large equipment purchases.

Additional discussion followed pertaining to future development, road projects, and bridge maintenance. The next budget working session has not been scheduled, the budget working session adjourned at 12:50 PM