

FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES OCTOBER 30, 2017

The meeting was called to order by Mayor Dave Breunig at 6:00 PM. Present at roll call were: Mayor Breunig, Dave Gough, Cindy Corley and Don Osterday. Absent: None. Also present were: Steve Pickett, Erin Gallagher, Candi Fitzsimons, Amy Prine, Al Hinderman, Wade Berget, Jason King, Jeremy Williams and Phil Risseeuw.

Motion by Gough second by Corley that the meeting notice and agenda were properly posted. Motion carried. Motion by Gough second by Osterday to approve the minutes of the previous meeting. Motion carried.

Under new business, the following 2018 department budgets were presented for review and consideration. Copies of all 2018 department budgets were included in the agenda packet. All proposed budgets include a 2.0% wage increase, as per instructions from Mayor Breunig. Mayor Breunig also authorized a 2.0% increase in total operating budget requests.

- Candi Fitzsimons then presented the Library budget for 2018. The amount requested from the City budget is \$143,235.00 which is 1.42% higher than the 2017 budget. Candi then explained the changes and answered questions from those present. She also presented information on the Librarian Fund. After discussion and consideration, motion by Gough second by Corley to recommend to the Council the approval of the 2018 Library budget as presented. Motion carried.
- Amy Prine then presented the Wellness Center budget for 2018. This proposed budget calls for total revenues of \$109,000.00 and total expenses of \$111,870.00. Total expenses are \$2,193.00 higher than 2017 expenses, a 2.00% increase. Amy explained the changes and answered questions from those present. She also stated she is proposing using Ritter Funds to purchase and install new carpeting in the cardio room. The estimate cost for the carpeting is \$18,875.00. This proposal may be reduced, if the 2017 Wellness Center budget has funds remaining. After discussion and consideration, motion by Osterday second by Gough to recommend to the Council the approval of the 2018 Wellness Center budget as presented. Motion carried.
- Wade Berget then presented the Park and Recreation budget for 2018. This proposed budget calls for total revenues of \$60,200.00 and total expenses of \$232,025.00; and outlay requests of \$5,000.00 for swimming pool and \$19,000.00 for parks. Total expenses are \$4,325.00 higher than 2017 expenses, a 1.90% increase. Wade explained the changes and answered questions from those present. Wade stated he will be recommending some fee increases for shower fees, recreation fees and maybe camping fees for 2018 to the Park and Recreation Committee. After discussion and consideration, motion by Osterday second by Corley to recommend to the Council the approval of the 2018 Park and Recreation budget as presented. Motion carried. Candi Fitzsimons and Amy Prine then left the meeting.

- Al Hinderman then presented the Municipal Building budget for 2018. This proposed budget calls for total revenues of \$22,120.00 and total expenses of \$226,550.00; and an outlay account request of \$10,000.00. Total expenses are \$4,139.00 higher than the 2017 expenses or 1.86% higher. Al explained the changes and answered questions from those present. Al reported on the tuck-pointing work completed this year, and what is planned for next year. Al also presented two bids for replacing the Municipal Building roof. Several roof leaks have been repaired this past year, and the roof contractor states the roof needs to be replaced. The roof replacement is not included in the 2018 budget, as a loan will need to be taken out to finance the roof replacement. The matter will be reviewed further early next year. After discussion and consideration, motion by Breunig second by Gough to recommend to the Council the approval of the 2018 Municipal Building budget as presented. Motion carried. Wade Berget and Al Hinderman then left the meeting.
- Jason King then presented the Police Department budget for 2018. This proposed budget calls for total revenues of \$21,120.00 and total expenses of \$496,964.16; and outlay requests of \$20,000.00 for Police Outlay, \$1,000.00 for DARE Outlay and \$1,000.00 for Storm Siren outlay. Total expenses are \$9,811.95 higher than 2017 expenses or 2.01% higher. Included in this budget is a \$1.00 per hour increase in the hourly rate paid to part time employees. Chief King explained the changes and answered questions from those present. Chief King then reported on the problems he has had hiring and keeping part time officers for the department. After discussion and consideration, motion by Gough second by Osterday to recommend to the Council the approval of the 2018 Police Department budget as presented. Motion carried.
- Jeremy Williams then presented the Public Works Department budget for 2018. This proposed budget calls for total revenues of \$9,000.00 and total expenses of \$345,300.00; and outlay requests of \$25,000.00 for street construction and \$25,000.00 for street machinery. Total expenses are \$6,750.00 higher than 2017 expenses or 2.0% higher. Jeremy explained the changes and answered questions from those present. Jeremy Williams then reported the 2017 street and utility project is nearly complete. The blacktop work is done, and all that remains is the landscaping work. After discussion and consideration, motion by Gough second by Corley to recommend to the Council the approval of the 2018 Public Works Department budget as presented. Motion carried.
- Phil Risseuw then presented the Clerk-Treasurer Department budget for 2018. This proposed budget calls for total expenses of \$150,670.00; and an outlay request of \$3,000.00. Total expenses are \$2,693.00 higher than 2017 or 1.82% higher. Phil explained the changes and answered questions from those present. After discussion and consideration, motion by Gough second by Breunig to recommend to the Council the approval of the 2018 Clerk-Treasurer Department budget as presented. Motion carried.

- A copy of the 2018 debt repayment schedule was also included in the agenda packet. The total interest and principal payments to be included in the overall City budget is \$213,466.43; which is \$31,732.25 higher than 2017.

Discussion was then held concerning the 2018 overall city budget. A copy of the proposed 2018 City budget worksheet was included in the agenda packet. The 2018 proposed budget calls for total revenues of \$2,498,525.00 and total expenses of \$2,468,984.00; resulting in net revenues of \$29,541.00. A letter from Phil Risseeuw was also included in the agenda packet explaining the changes made from the department budgets to the overall City budget, in order to balance the overall city budget. It was reported the proposed 2018 budget goes maintain the City's eligibility for additional shared revenue under the Expenditure Restraint Program. A copy of the Notice of 2018 Budget Limit from the Department of Revenue was also included in the agenda packet.

Aldersperson Gough then asked where the \$4,000.00 contribution to Darlington Canoe Festival Committee was listed in the 2018 budget. It was reported that amount was included in the celebrations budget. Aldersperson Gough and Aldersperson Corley then reported the Darlington Canoe Festival Committee has a strong checking account balance, and they don't really need the \$4,000.00 from the City. Aldersperson Osterday felt the \$4,000.00 should remain in the celebrations budget, and would be available for other celebration related items as needed. After discussion and consideration, motion by Gough second by Breunig to deduct \$4,000.00 from the celebrations budget and add \$4,000.00 to the street machinery outlay budget. By Voice Vote: Ayes: Breunig, Gough and Corley. Nays: Osterday. Motion carried.

Additional discussion was then held regarding the overall 2018 City budget. No additional changes were recommended. After discussion and consideration, motion by Osterday second by Gough to recommend to the Council the approval of the 2018 City budget as presented and amended. Motion carried. Jeremy Williams then left the meeting.

The proposed 2018 budget advertisement was then presented for review and approval. A copy of the budget advertisement was included in the agenda packet. The Notice of Public Hearing for the Proposed 2018 Budget for the City of Darlington states the public hearing will be held on Tuesday, December 5, 2017 at 6:45 PM. After discussion and consideration, motion by Gough second by Breunig to recommend the 2018 budget advertisement to the City Council for approval as presented. Motion carried.

There being no further business for this meeting, motion by Gough second by Corley to adjourn the meeting at 7:25 PM. Motion carried.

CITY OF DARLINGTON

Philip A. Risseeuw, Clerk-Treasurer