

**CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE**  
**AGENDA**  
**City Council Chambers, 21 SE Second Street, Chatfield, MN 55923**  
**March 10, 2025, 4:30 P.M.**

- A. Minutes
1. [February 10, 2025 Meeting Minutes](#)
- B. Financial Report
1. [February Financial Report](#)
- C. Continued Business
1. [Confirm the the action to take with the 2023A Grand & Prospect Street Construction Fund \(423\) Projected Balance \\$64,125.54 overage \(above the \\$150,000 budgeted as a Street Department expense rather than the 2023A Debt Service Levy as a one time exception in the 2025 budget\)](#)  
Utilize the 2023A Grand & Prospect Street \$64,125.54 construction fund overage to lessen the low water fund balance by decreasing the budgeted transfer from the water fund to the 2023A Debt Service Fund for 2025 and 2026.
    - amend the 2025 budget to eliminate the scheduled \$31,920 transfer from the water fund to the debt service fund
    - reduce the 2026 scheduled water fund transfer to the debt service fund from \$36,110 to \$32,205.54
  2. [Sale of Equipment - 2010 Ambulance](#)
  3. [Weekend/Holiday Rotation Amendment](#)
  4. [Pedestrian Bridge](#)
- D. New Business
1. [Deputy Clerk Position](#)  
Review Job Description
  2. [Flower Baskets and Hangers](#)  
Provide recommendation for purchase to Council
  3. [City Building Security Options](#)  
Consider options and budgetary impacts.



## PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

**Meeting Date:** March 10, 2025

---

**Agenda Item:** February 10, 2025 Meeting Minutes

---

**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

---

**Recommended Motion:**

---

**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

---

**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

---

**Background:**

---

**Attachments:**

[2025.02.10 Personnel-Budget Notes.pdf](#)

**Personnel-Budget Committee Meeting Notes**

**February 10, 2025**

**Members Present:** Councilors Mike Urban and Paul Novotny

**Members Absent:** None

**Others Present:** Rocky Burnett, Brian Burkholder, Steven Schlichter, Shane Fox, Kay Wangen, and Michele Peterson.

**A. Minutes**

1. Minutes of the January 13, 2025, meeting: Minutes were accepted as presented.

**B. Financial Report**

1. January Monthly Financial Report: No concerns were noted.

**C. Continued Business**

1. Sale of Equipment – 2010 Ambulance: Director Burnett noted that an offer has not been submitted on the vehicle as of yet. Discussion was had regarding CCTV and if the vehicle could be used for their purposes. The idea will be presented to the CCTV board, and brought back to the Personnel Budget Committee next month.
2. Weekend/Holiday Rotation Amendment: Discussion will be continued. A meeting of the team members and committee members will be held Thursday, February 13<sup>th</sup> at 1:00 p.m.

**D. New Business**

1. Seasonal Mowing Position: Members noted recommending approval of appointing Jeremy Lonien to the seasonal mowing position for 2025. The recommendation includes Lonien be brought back at the Grade 1, Step 3 pay scale. Discussion will be forwarded to Council for consideration.
2. Close 2023 Street Construction Project Fund: Members reviewed the memo submitted by Finance Director Wangen. The recommendation to forward to the Council to close out the Construction Project, and transfer the remaining balance into the debt service account.



**PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** March 10, 2025

---

**Agenda Item:** February Financial Report

---

**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

---

**Recommended Motion:**

---

**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

---

**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

---

**Background:**

---

**Attachments:**

[Monthly Finance Report.2025 02.pdf](#)

Monthly Finance Report

		Feb-25	Feb-25	Feb-25	Feb-25	Feb-25	Feb-25	Feb-25	Feb-25
100	100 GENERAL FUND	\$ 1,426,051.07	\$ 833.02	\$ 174,776.21	\$ 1,252,107.88	50%   YE 40-60% NY GF Tax Rev (+ 910 & MV +/-)*excl other - blncs	General Fund		
211	211 LIBRARY	\$ 99,193.06	\$ 17,715.30	\$ 22,809.80	\$ 94,098.56	28%   YE 20-40% NY bdgtd rev.	YE FndCshBlncRvwKey		
212	212 LIBRARY ENDOWMENT FUND	\$ 302,962.71	\$ 1,274.22	\$ 522.20	\$ 303,714.73		FndBlnc in Range 40-60%		
220	220 FIRE - OPERATIONS FUND	\$ 34,613.77	\$ 15,755.56	\$ 12,504.02	\$ 37,865.31	25%   YE 20-40% NY bdgtd rev.	SlightVrnce <=10% (30-39%   61-70%)		
221	221 FIRE - CAPITAL FUND	\$ 875,664.59	\$ -	\$ -	\$ 875,664.59		SgnfntVrnce > 10% (<30% >70%)		
230	230 AMBULANCE - OPERATIONS FUND	\$ 146,449.96	\$ 37,822.93	\$ 42,167.90	\$ 142,104.99	41%   YE 20-40% NY bdgtd rev  Inclsd Emgncy Aid			
231	231 AMBULANCE - CAPITAL FUND	\$ 24,822.51	\$ 100.00	\$ 342.69	\$ 24,579.82				
240	240 EDA - OPERATIONS	\$ 27,989.18	\$ 463.00	\$ 31,849.10	\$ (3,396.92)	-3%   YE 20-40% NY bdgtd rev. Annl Alliance Funding			
242	242 EDA - CPTL   358 DG OFFSET	\$ 382,005.89	\$ -	\$ -	\$ 382,005.89				
250	250 CCA - OPERATIONS FUND	\$ 7,323.55	\$ -	\$ 9,626.00	\$ (2,302.45)	-3%   YE 20-40% NY bdgtd rev  Annl Mnt Cntrc & Ins			
251	251 CCA - CAPITAL FUND	\$ 94,449.47	\$ -	\$ -	\$ 94,449.47				
323	323 2023A GR&PR   623wtrDS  1MoRsv	\$ 11,011.06	\$ 222,125.54	\$ -	\$ 233,136.60				
332	332 2012A-WATER TOWER GO REF 200	\$ 38,630.36	\$ -	\$ -	\$ 38,630.36				
334	334 2014A STREET/UTILITY RECONST	\$ 20,357.57	\$ -	\$ -	\$ 20,357.57	Cmplt-Close Rsltn 2025-09 MAR 2025			
335	335 2016A REF10A&11A 20%GF 1MoR	\$ 32,178.07	\$ -	\$ -	\$ 32,178.07		SpecialRev Ent		
336	336 2016B (WTR) 425K GO REV 337SW	\$ 10,713.85	\$ -	\$ -	\$ 10,713.85		YE FndCshBlncRvwKey		
338	338 2017A (GF)457K GO TX ABT (IND)	\$ -	\$ -	\$ -	\$ -	Cmplt-Close Rsltn 2025-09 MAR 2025	FndBlnc in Range 20-40%		
339	339 2017B (WTR) GO UTIL REV (IND)	\$ 122.65	\$ -	\$ -	\$ 122.65		SlightVrnce <=10% (10-19%   41-50%)		
340	340 2018A GO POOL BOND	\$ 110,888.99	\$ -	\$ -	\$ 110,888.99		SgnfntVrnce > 10% (<10% >50%)		
342	342 2019A GO TAX ABTMNT. ST LIGHT	\$ 31,123.16	\$ -	\$ -	\$ 31,123.16				
343	343 2022A StrmGF 18% (wtr82%303)	\$ 14,673.50	\$ -	\$ -	\$ 14,673.50				
344	344 2022B TXGO CIP PWFAC	\$ 8,637.38	\$ -	\$ -	\$ 8,637.38				
355	355 TIF DIST 2-7 GJERE ADDITION	\$ (1,512.77)	\$ -	\$ -	\$ (1,512.77)				
356	356 TIF DIST 3-6 GRNDST APT RDV	\$ 129.65	\$ -	\$ -	\$ 129.65				
358	358 TIF DIST 2-5 FAMILY DLLR   242	\$ (297,837.72)	\$ -	\$ -	\$ (297,837.72)				
359	359 TIF DIST 2-6 CABIN COFFEE REDE	\$ 46.09	\$ -	\$ -	\$ 46.09				
360	360 REV LOAN FUND - FED/ORIG	\$ 153,350.46	\$ 2,173.97	\$ -	\$ 155,524.43				
361	361 REV LOAN FUND - STATE	\$ 92,247.20	\$ -	\$ -	\$ 92,247.20	? What happens with this Loan Balance - Can it be combined with 360 now that these arrangements are comple			
423	423 2023A PRSPCT&GRAND ST PROJ	\$ 222,125.54	\$ -	\$ 222,125.54	\$ -	Cmplt-Close to 423 Rsltn 2025-06 FEB 2025			
443	443 2022A StrmGF 18% (wtr82%403)	\$ 53,016.83	\$ -	\$ -	\$ 53,016.83	Complete Xfer to 343 - PENDING			
456	456 WHDP GRND ST APT DVLPMNT	\$ -	\$ -	\$ -	\$ -				
601	601 WATER FUND	\$ 87,857.54	\$ 284,611.80	\$ 275,665.41	\$ 96,803.93	18%   YE 20-40% bdgtd rev	\$150,000 IFL frm 602 12/2024		
602	602 SEWER FUND	\$ 265,909.48	\$ 87,074.68	\$ 37,846.79	\$ 315,137.37	23%   YE 20-40% NY bdgtd rev			
603	603 REFUSE (GARBAGE) FUND	\$ 40,096.41	\$ 22,786.58	\$ 21,649.46	\$ 41,233.53				
614	614 CABLE ACCESS - OPERATIONS FUN	\$ 70,254.55	\$ 4,004.01	\$ 2,761.92	\$ 71,496.64	151%   YE 20-40% NY bdgtd rev  Rdcd 2025 Rev			
615	615 CABLE ACCESS - CAPITAL FUND	\$ 14,783.84	\$ -	\$ -	\$ 14,783.84				
801	801 CAPITAL GOODS FUND	\$ 1,284,854.33	\$ 167,500.00	\$ 254,802.44	\$ 1,197,551.89				
803	803 ATV TRAIL	\$ -	\$ -	\$ -	\$ -				
806	806 SE MN TMO-II	\$ (18,203.09)	\$ -	\$ 13,350.70	\$ (31,553.79)	806 Added 04/2024			
900	900 MEMO FUND	\$ 20,412.04	\$ 10,798.29	\$ -	\$ 31,210.33				
910	910 PAYROLL PASSTHROUGH	\$ (15,457.76)	\$ 87,178.21	\$ 89,052.98	\$ (17,332.53)				
BANYON	Banyon Monthly Fund Cash Balance   Combin	\$ 5,671,934.97	\$ 962,217.11	\$ 1,211,853.16	\$ 5,422,298.92				

						Holdings Valuations			
Cash & Money Fund Accts		Description	BB   OrigVI	(+)	(-)	End Bal	Cash & Money Fund Accts	Int%	CurValue
10200		Petty Cash	\$ 150.00			\$ 150.00	Petty Cash		\$ 150.00
10100   4100078		RRSB CB STMTNT BLNC	\$ 1,877,535.04	\$ 230,700.60	\$ 475,012.65	\$ 1,633,222.99	RRSB CB STMTNT BLNC	APY Yield Earned %	\$ 1,633,222.99
10101   4000008		F&M MM	\$ 515,740.50	\$ 850.62		\$ 516,591.12	F&M MM	APY Yield Earned %	\$ 516,591.12
10102   76T-154947		Northland MM	\$ 364,208.79	\$ 251,642.02		\$ 615,850.81	Northland MM	30 Day Yield	\$ 615,850.81
10104   35529-101		4M Portfolio	\$ 208,290.02	\$ 690.67		\$ 208,980.69	4M Portfolio	7 Day Yield	\$ 208,980.69
Subtotal	Institution Cash & Money Fund Accts Total	\$ 2,965,924.35	\$ 483,883.91	\$ 475,012.65	\$ 2,974,795.61	Institution Cash & Money Fund Accts Total			\$ 2,974,645.61

CD's   Bonds #		Description	BB   OrigVI	(+)	(-)	End Bal   OrigVI	CD's   Bonds #	Mat Date	Market Value	Est Yld	Est Crrnt Vlue BsdonFullMtrty
10402	02589A-BM-3	AMRCN EXP NATL BK - 36Mo	\$ 96,000.00			\$ 96,000.00	10402	02589A-BM-3	3/3/2025	\$ 95,979.84	1.80% \$ 101,315
10402	856285-TQ-4	STATE BK INDIA NEW - 60Mo	\$ 242,000.00			\$ 242,000.00	10402	856285-TQ-4	5/28/2025	\$ 240,076.10	1.10% \$ 255,068
10402	33847E-3L-9	FLAGSTAR BK FSB TROY - 60Mo	\$ 104,000.00			\$ 104,000.00	10402	33847E-3L-9	5/29/2025	\$ 103,087.92	0.80% \$ 108,030
10401	702091	F&M CD 60Mo	\$ 50,000.00			\$ 50,000.00	10401	702091	6/8/2025	\$ 52,772.55	1.21% \$ 52,941
10400	35668	CD 35668 - 60MO	\$ 50,000.00			\$ 50,000.00	10400	35668	6/9/2025	\$ 52,753.01	1.12% \$ 52,715
10400	35671	CD 35671 -60MO	\$ 425,000.00			\$ 425,000.00	10400	35671	6/30/2025	\$ 457,581.47	1.64% \$ 458,760
10400	35954	LIBRARY 14Mo	\$ 174,286.88			\$ 174,286.88	10400	35954	9/8/2025	\$ 186,106.45	3.92% \$ 178,668
10402	73319F-AS-8	PPPY BK SNTA RSA - 66Mo	\$ 200,000.00			\$ 200,000.00	10402	73319F-AS-8	9/19/2025	\$ 196,488.00	1.10% \$ 211,182
10401	702108	F&M CD 60Mo	\$ 130,000.00			\$ 130,000.00	10401	702108	10/21/2025	\$ 135,643.39	1.00% \$ 135,786
10401	702127	F&M CD 60Mo	\$ 250,000.00			\$ 250,000.00	10401	702127	3/3/2026	\$ 257,136.16	0.75% \$ 257,597
10401	702128	F&M CD 60Mo	\$ 250,000.00			\$ 250,000.00	10401	702128	3/3/2026	\$ 257,136.16	0.75% \$ 257,597
10402	300185-LM-5	EVGRN BK GRP OAK BOOK IL - 42Mo	\$ 140,000.00			\$ 140,000.00	10402	300185-LM-5	7/27/2026	\$ 139,242.60	3.85% \$ 151,666
10402	564759-RS-9	MNFCTRS&TRDRS CO - 48Mo	\$ 245,000.00			\$ 245,000.00	10402	564759-RS-9	1/20/2027	\$ 243,850.95	4.00% \$ 266,460
10402	T-FN-2	CPTL ONE BK USA NTL - 60Mo	\$ 100,000.00			\$ 100,000.00	10402	T-FN-2	4/20/2027	\$ 97,035.00	2.80% \$ 108,372
10402	61768E-JR-5	MGRN STNLY PRVT BK NATL ASSN - 60Mo	\$ 113,000.00			\$ 113,000.00	10402	61768E-JR-5	5/19/2027	\$ 110,597.62	3.25% \$ 123,663
10402	254673L38	DSCVR BK GRNWD - 60Mo	\$ 100,000.00			\$ 100,000.00	10402	254673L38	7/6/2027	\$ 98,078.00	3.40% \$ 109,403
10402	3130ASN96	APY FDRL HM LN BKS - 84 Mo	\$ 200,000.00			\$ 200,000.00	10402	3130ASN96	7/27/2029	\$ 198,174.00	4.20% \$ 222,953
10402	3130ATGQ4	FDRL HM LN BKS - 84Mo	\$ 245,000.00	\$ -	\$ 245,000.00	\$ -	10402	3130ATGQ4	10/12/2029		5.30% \$ 277,858
Subtotal			\$ 3,114,286.88	\$ -	\$ 245,000.00	\$ 2,869,286.88	CDs   Bonds   EB/OrgVI	\$ 3,114,286.88	\$ 2,921,739.22	EstCVBsdFIIMtrty	\$ 3,330,034.37
TOTAL Institution Combined Cash   Money Fund &											

TOTAL					Institution Combined Cash   Money Fund & \$					6,080,211.23					483,883.91					\$					720,012.65					\$					5,844,082.49																																		
																									Bnyn Cmbnd					CD BONDS																																							
																									BankRec EB					MV Summary					EB Original \$					Market Value					MV + (-)					EstCurValue   BsdOnFullMtrty																			
Monthly Reconciliation																									Beg					(+)					(-)					End Bal					RRSB-10400					\$ 649,286.88					\$ 696,440.93					\$ 47,154.05					\$ 690,142.42				
DEPOSITS IN TRANSIT (BEG.) +bb/+ex																									\$ -										\$ -					0.00					F&M 10401					\$ 680,000.00					\$ 702,688.26					\$ 22,688.26					\$ 703,921.20				
DEPOSITS IN TRANSIT (END.) +rev/+eb																														\$ -										0.00					Northland 10402					\$ 1,540,000.00					\$ 1,522,610.03					\$ (17,389.97)					\$ 1,935,970.75				
OUTSTANDING CHECKS (BEG) -bb/-ex																									\$ (408,276.26)										\$ (408,276.26)					0.00					TOTAL MV INVTMNTS					\$ 2,869,286.88					\$ 2,921,739.22					\$ 52,452.34					\$ 3,330,034.37				
OUTSTANDING CHECKS (END) +ex/-eb																																			\$ 421,783.57					-421,783.57										TTLHldngs(CashMMCD&BndEstCrntVltoMat					\$ 6,304,679.98														
MONTHLY RECONCILIATION TOTALS																									5,671,934.97					483,883.91					733,519.96					5,422,298.92					5,422,298.92																								
OUT OF BALANCE AMOUNT																									\$ 0.00					\$ 478,333.20					\$ 478,333.20					\$ 0.00																													
ACTUAL CHECKING BALANCE																														Guideline 40-60% 1/2 Bdgtd Exp					\$ 1,211,439.42																																		
																																			Less CF Low @ 23% due to DS pymnts & Prp&Lbilty Ins																																		

CB Bal CndtnlFrmt Key:  
CB Balance in Range 40-60%  
CB Balance High >60%  
CB Balance Low <40%

Prj# Dept	Reserve Fund "Bucket" Detail	Beg	(+)	(-)	End Bal	
801CD 42500	Civil Defense 39226	\$ -			\$ -	Win10to11 Update
801CHP 43100	Chip Sealing 39214	\$ 80,235.80			\$ 80,235.80	
801CLK 41500	Clerk *use \$7,000 for MN DOT Prprty	\$ 33,745.72	\$ 500.00	\$ 1,713.45	\$ 32,532.27	
801CMP 41910	Comprehensive Plan	\$ 13,090.86			\$ 13,090.86	
801EnD 41100	Enterprise Drive -39101 (Sale Fxd Asst -500 Rebat	\$ 30,199.69			\$ 30,199.69	
801HRT 46323	Heritage 39201 (Haven Wall Funding)	\$ 19,286.07			\$ 19,286.07	
801HS 41200	Historical Society R 34030  frm 100-41200-450	\$ 28,544.97			\$ 28,544.97	
801HT4 43100	Hilltop 4th Escrw   R 32214   E 310	\$ (997.72)			\$ (997.72)	Cisco SmartNet
801IT 49950	IT Shared Tech 39204   435 500 (Server / Comp /	\$ 13,438.87		\$ 633.53	\$ 12,805.34	
801MB 41940	Municipal Building 39220 (Inc SNR CTZNS RES 20	\$ 122,032.59			\$ 122,032.59	
801OVR 43100	Overlay 39215 (Incl Small Cities Assist - Should go	\$ 86,018.55			\$ 86,018.55	Body Cam & Win10to11 Update
801PD 42110	Police 39206 Vehicls & Cmptr Equip / Sftwr	\$ 231,039.33		\$ 2,565.40	\$ 228,473.93	
801PF 46630	Parade Float   Tourism 39201	\$ 22,565.29			\$ 22,565.29	
801PRK 45200	Park Imp & Ded. Fees 39219   37252   500 (inc BND Shil	\$ 93,684.52		\$ 342.69	\$ 93,341.83	Win10to11 Update
801SEQ 43100	Street Equip 39221   550 / Signs 240   39260 / Tre	\$ 264,049.95	\$ 167,000.00	\$ 249,547.37	\$ 181,502.58	RDO & Win10to11 Update
801SP 45124	Swimming Pool 39201   500	\$ 111,892.97			\$ 111,892.97	General Fomat Key
801SS 43100	Storm Sewer 39227   408 763 765	\$ 9,518.49			\$ 9,518.49	
801SWK 43100	SDWLK 39213 SIDEWALK   CROSSWALK	\$ 30,974.84			\$ 30,974.84	
801UND 41100	Legislative Undesignated   39201   500	\$ 94,850.79		\$ -	\$ 94,850.79	
PDBRDG 45200	Pedestrian Bridge 45200)	\$ 682.70			\$ 682.70	
801 CAPITAL GOODS FUND		\$ 1,284,854.28	\$ 167,500.00	\$ 254,802.44	\$ 1,197,551.84	\$ 1,197,551.89

Meeting Date: March 10, 2025

**Agenda Item:** Confirm the the action to take with the 2023A Grand & Prospect Street Construction Fund (423) Projected Balance \$64,125.54 overage (above the \$150,000 budgeted as a Street Department expense rather than the 2023A Debt Service Levy as a one time exception in the 2025 budget)

**Subject | Summary:** The 2023A Grand & Prospect Street Project Construction Fund ended with a \$222,125.54 balance upon completion of the project.

Resolution 2025-06 was approved 02/24/2025 authorizing the closure of the construction fund to the debt service fund due to obsolescence because of project completion. So the balance of the construction fund \$222,125.54 was transferred from fund 423 to fund 323.

The projected construction fund overage in 2025 was \$158,000. Upon completion of the project, the actual overage was an additional \$64,125.54. Looking for confirmation of the recommendation using the \$64,125.54 to assist the low water fund balance.

**Agenda Category:** Continued Business

**Submitted By:** Michele Peterson

**Recommended Motion:** Utilize the 2023A Grand & Prospect Street \$64,125.54 construction fund overage to lessen the low water fund balance by decreasing the budgeted transfer from the water fund to the 2023A Debt Service Fund for 2025 and 2026.

- amend the 2025 budget to eliminate the scheduled \$31,920 transfer from the water fund to the debt service fund
- reduce the 2026 scheduled water fund transfer to the debt service fund from \$36,110 to \$32,205.54

### Community Engagement and Outreach:

### FISCAL IMPACT:

**Amount:** \$222,125.54 Total | Estimated overage was \$158,000 = \$64,125.54 (\$150,000 Utilized by Street Dept. in 2025 Budget)

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:** \$158,000 was the estimated overage included in the 2025 budget to transfer from the Construction Fund to the Debt Service Fund.

### FISCAL DETAILS:

**Fund Name(s) (Operations | Capital):**

- 423 = 2023A Grand & Prospect Street Construction Fund
- 323 = 2023A Grand & Prospect Street Debt

Service Fund

- 601 = Water Fund (Operations & Capital)

**Account Code:**

- amend the 2025 budget to eliminate the scheduled \$31,920 transfer from the water fund to the debt service fund (E 601-49400-767 | R 323-47000-39201)
- reduce the 2026 scheduled water fund transfer to the debt service fund from \$36,110 to \$32,205.54 (E 601-49400-767 | R 323-47000-39201)

---

**Background:**

---

**Attachments:**

[2025 Payment Schedule Amndmnt - Construction Fund Overage.pdf](#)

## 2023A 423 Construction Fund Closure Note | 2023A 323Debt Service Impact

*\*2025 Levied \$41,101 vs. Scheduled \$199,101 (\$ less 150,000) covered by construction fund. \*Still included in overall levy as a 1 time expense in Street Dept (Wall)*

Estimated Construction Fund Balance	\$ 158,000.00
Actual Construction Fund Balance	\$ 222,125.54
Additional Surplus	\$ 64,125.54

Suggestion:	Amend 2025 Budget	
	Eliminate Water Fund Xfer In	\$ 31,920.00
Suggestion:	Reduce 2026 Scheduled	
	Water Fund Xfer In	\$ 32,205.54
	From 36,110 to 32,205.54	\$ 64,125.54





## PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

**Meeting Date:** March 10, 2025

---

**Agenda Item:** Sale of Equipment - 2010 Ambulance

---

**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

---

**Recommended Motion:**

---

**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

---

**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

---

**Background:**

---

**Attachments:**

[2010 Ambulance sale.pdf](#)

---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** PERSONAL/BUDGET COMMITTEE  
**FROM:** ROCKY BURNETT  
**SUBJECT:** 2010 Ambulance sale  
**DATE:** 2/4/2025

---

Background, The ambulance department has been trying to sell our 2010 Ford E350 ambulance with no luck. I am looking for some guidance on the next steps towards selling it. Should we put it on public surplus? If so is there a minimum number we would like to get? Is there another use for it within the city?

I plan to be at the Personal and Budget committee meeting for discussion.

Rocky

Meeting Date: March 10, 2025

---

**Agenda Item:** Weekend/Holiday Rotation Amendment

---

**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

---

**Recommended Motion:**

---

**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

---

**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

---

**Background:** With the upgrade of our system to include the SCADA system, the recommendation has been made to decrease the standard hours paid for weekend and holiday rounds rotation. Currently team members are paid at 1.5 overtime rate for three hours, plus an additional hour for the pool when applicable. The recommendation is to decrease the round time to two hours plus the additional one hour for the pool rounds. This decrease in time will mean a decrease in expenditure of approximately \$6,100 annually.

In addition to this change, the Public Works Director would be removed from the rotation for weekends and holidays.

Additionally, consideration to provide an increase to the Public Works Director pay for answering all after hour calls, and dispatching the team as necessary.

---

**Attachments:**



**PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** March 10, 2025

---

**Agenda Item:** Pedestrian Bridge

---

**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

---

**Recommended Motion:**

---

**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

---

**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

---

**Background:**

---

**Attachments:**



## PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

**Meeting Date:** March 10, 2025

---

**Agenda Item:** Deputy Clerk Position

---

**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

---

**Recommended Motion:** Review Job Description

---

**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

---

**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

---

**Background:**

---

**Attachments:**

[Deputy Clerk Job Description 2025.pdf](#)

## Job Description – Deputy City Clerk

Position Title: Deputy City Clerk  
Status: Full-Time; 40 hours/week  
Wage Range: \$22.52 - \$29.08 Hourly DOQ

Reports to: City Clerk  
Classification: Non-Exempt

### PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to assist the City Clerk, Administration, and other city employees and Elected Officials as needed by performing support work in the area of City Government operations. This position may act as back up in the absence of the City Clerk and perform the duties of a Deputy Clerk as authorized by city and state law.

### JOB REQUIREMENTS

Applicant must have a high school diploma or equivalent, and preferably two years post high school education. Applicant must have a strong background in communications, documentation skills, record keeping, and computer experience with spreadsheets, word processing, and data entry. Experience in Municipal Government is desirable but not required. This position may involve travel for education purposes.

### RESPONSIBILITIES AND DUTIES:

- Respond to public inquiries on the phone and in person regarding City programs, ordinances, and any other items pertinent to the City.
- Handle all functions of Utility Billing to include deposits, receipt entry, monthly billing, reports, and troubleshooting.
- Assist the City Clerk with the handling of correspondence on behalf of the City and the City Council and execute any assignments given by them.
- Provide clerical support to the City Clerk to include typing, mailing, copying, filing, and publishing notices.
- Assist with the maintenance of record retention files.
- Complete office supply ordering.
- Assist with the issuing of permits and licenses for the City in accordance with established guidelines, including assisting applicants with proper completion of applications for licenses and permits.
- Handle all Accounts Receivables, and Payables as needed.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to present the City in a courteous and professional manner in person and over the phone.
- Ability to handle several tasks at one time.
- Ability to initiate and accomplish tasks independently.
- Ability to communicate effectively and professionally with coworkers and members of the public.
- Basic knowledge of office machines and equipment.
- Knowledge of English, spelling, arithmetic, bookkeeping, computers, typing, photocopiers, fax machines and other office equipment.
- Knowledge of research and composition, sentence structure and spelling.
- Extensive knowledge of Microsoft Word, Excel, and other software applications.
- Strong attention to detail.

***The Responsibilities & Duties, and Knowledge, Skills and Abilities are intended only as illustrative of various types of work performed and are not all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.***

**Meeting Date:** March 10, 2025

---

**Agenda Item:** Flower Baskets and Hangers

---

**Subject | Summary:** Consideration for purchasing self watering flower baskets and new hangers to support the baskets.

---

**Agenda Category:** New Business

**Submitted By:** Michele Peterson

---

**Recommended Motion:** Provide recommendation for purchase to Council

---

**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:** ~\$4,000

**Ongoing Cost :** No

**One-Time Cost :** Yes

**Included in Current Budget?:** Funds have been budgeted for flowers, however the total amount needed exceeds the budgeted amount.

---

**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:** 240-46630-300

---

**Background:**

---

**Attachments:**



## PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

**Meeting Date:** March 10, 2025

---

**Agenda Item:** City Building Security Options

---

**Subject | Summary:** Camera and door lock considerations for City buildings.

---

**Agenda Category:** New Business

**Submitted By:** Michele Peterson

---

**Recommended Motion:** Consider options and budgetary impacts.

---

**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

---

**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

---

**Background:** Given the damage to Park facilities last fall, we reached out to a vendor to see what options there may be to increase security. At this time we have received quotes for some of the buildings. We would like to discuss potential needs, as well as consider budgetary constraints.

---

**Attachments:**