

City of Oronoco
Special City Council Meeting – BUDGET WORKSHOP
Including Closed Session to Discuss Personnel Matters
Wednesday, September 7, 2022
MINUTES

1) CALL TO ORDER

Mayor Ryland Eichhorst called the September 7, 2022, Budget Workshop to order at 6:03 p.m.

2) ROLL CALL

COUNCIL PRESENT: Mayor Eichhorst; Councilors Bergner, Richards, Phillips and Krause

COUNCIL ABSENT: None

STAFF PRESENT: Interim Administrator Sunny Bjorklund Schultz

3) CLOSED SESSION

Mayor Eichhorst called recessed the Regular Meeting to enter Closed Session for the purpose of discussing personnel matters at 6:04 p.m.

Interim Administrator Bjorklund Schultz and Council members discussed personnel matters for purposes of providing input to (a) the Personnel Committee as it prepares annual performance reviews and (b) the Council as a whole is preparing the 2023 Preliminary Budget and Levy.

By unanimous consent, Mayor Eichhorst closed the Closed Session and reconvened Regular Meeting at 6:52 p.m.

4) BUDGET WORKSHOP – DISCUSSION

Interim Administrator Bjorklund Schultz reminded the council members that tonight’s workshop is focused largely on administrative and personnel related costs. She then provided an overview of the two worksheets for this workshop. One, as in the past, outlines the same five-year period contemplated in relation to the proposed 2023 budget column. The second, a new worksheet, details the Salaries and Wages. The two worksheets are cross-referenced to each other.

Looking first to the worksheet reflecting Salaries and Wages, it was noted that:

- a) Figures for the Mayor and Council are unchanged
- b) Figures for the Planning & Zoning Commissioners is entirely new and will require a Code amendment to facilitate; Mayor Eichhorst suggested budgeting for one additional commissioner
- c) In addition to filling the vacant Office Assistant position, the proposed budget also includes the addition of a Special Project Assistant to help restructure the city’s filing system from project-based to address-based
- d) Staff wages are proposed at an 8.5% increase to align with current inflation
- e) When recommending adding \$2/hour to the two FT Public Works positions, Sunny reminded council of Pay Equity consideration, so the Deputy Clerk wage should be adjusted by the same \$2/hour
- f) In addition to Pay Equity considerations, it is noted that job descriptions need to be reviewed and a Step system for pay increases should be developed, to which Sunny agreed
- g) It is anticipated that the Public Works Director will be transitioned to a salary structure on or before 2023
- h) It was proposed that Sunny be named City Administrator, removing the Interim from her current title, with details to be negotiated; Sunny reminded council that the workshop was not the place for formal action but indicated an acceptance of the concept
- i) It was noted that not long ago, the Public Works department consisted of only two employees. Concern was voiced that in 2022 there were three full-time employees and three seasonal employees, with a fourth seasonal position proposed for 2023. This led to discussion about preparing for the growth to the city that is anticipated with the addition of the water improvement and sewer project. This, again, speaks to the important work of the Planning Commission in guiding that growth.

Other items of note from the meeting for each of the departments are summarized here:

- **Bank Fees – Department 00000**
A minimal amount is budgeted.
- **Mayor and Council – Department 41110**
Proposed budget figures for 2023 are unchanged and align with the city’s code of ordinances. Practice is to pay council members annually in December, which explains nothing being expended to date in 2022 for salaries/wages or payroll taxes.
- **Clerk/Treasurer → City Administrator/Clerk/Treasurer – Department 41400**
A portion of the Administrator’s wages are included in this department; see also 41500 Finance, 45123 General/ Facility Maintenance, 45120 Parks & Rec/Trails, 41910 Planning & Zoning, 43003 Streets & Roads, Water, and Sewer.
- **Deputy Clerk – Department 41401**
A portion of the Deputy Clerk’s wages are included in this department; see also 41500 Finance, 41910 Planning & Zoning, Water, and Sewer.
- **Assistant Clerk → Office Assistant – Department 41402**
A portion of Office Assistant wages are included in this department; see also 41500 Finance. This position is structured at 25 hours per week. The position is currently open but will be filled by 2023 if not yet in 2022.
- **Elections – Department 41410**
As next year is a non-election year, no expenditures are budgeted for 2023.
- **Financial Administration – Department 41500**
Although the Chart of Accounts does not currently reflect an account for Salaries & Wages, staff related costs included in this department will include portions for the Administrator, Deputy Clerk, Office Assistant, and Public Works Director, as well as the newly created Project Specialist position.
- **Legal Services (and related) – Department 41600**
The department includes not only Legal fees, but also costs for legal notices and ordinance publication, and Accounting and Auditing. The same firm, through different divisions, performs both accounting and auditing services. Sunny anticipates bringing many of the accounting tasks in-house, but for the 2023 budget account 42301 has been increased to align with 2022 actuals to date.
- **Planning & Zoning – Department 41910**
With two of the seven commission members receiving remuneration by virtue of their roles as city council members, the Administrator feels strongly that the other five commission members should also receive remuneration consistent with that allowed the two councilors and because of the importance of the work performed by the commissioners individually and as a group in guiding the planning and zoning for the city. With that said, the Administrator proposes \$50/meeting for the Chair of the Commission and \$35/meeting for the other commission members, which aligns with the amount currently being paid to the two councilors. Neither the City’s Code nor the Chart of Accounts currently allows for the proposal, so a text amendment will need to be adopted and account numbers will need to be set up.

Although the Chart of Accounts does not currently reflect an account for Salaries & Wages, staff related costs included in this department will include portions for the Administrator, Deputy Clerk, Project Specialist, Public Works Director, and the two FT Public Works employees.

In the 2022 budget, \$12,000 was budget for planning services for the Commission, which has proved to be insufficient. Accordingly, at its recent meeting, the Planning Commission unanimously agreed on an amount

to request in the 2023 budget. Although the budget worksheet shows \$40,000, the commission's requested amount was \$48,000, and although reflected on the Miscellaneous Expense line, it is meant to cover costs for planning, engineering, legal, planning and zoning, EAW, etc.

○ **Parks & Recreation – Department 45120**

Staff related costs included in this department will include portions for the Administrator, Public Works Director, and the two FT Public Works employees.

○ **General Maintenance Groundskeeping (Facilities) – Department 45123**

Staff related costs included in this department will include portions for the Public Works Director, the two FT Public Works employees, and the Administrator

○ **Seasonal General Maintenance – Department 45124 (w/45125 eliminated and rolled into 45124)**

Wages paid to seasonal staff will be reflected in this department. In 2022 there were three part-time staff and there are four proposed in the 2023 budget.

○ **Miscellaneous – Department 49000 = zero**

5) ADJOURNMENT

Motion by Bergner; second by Krause to adjourn the September 7, 2022, workshop at 9:11 p.m. Motion carried.



Sunny Bjorklund Schultz
Interim City Administrator



Ryland Eichhorst
Ryland Eichhorst, Mayor