



MINUTES
Budget Workshop
November 3, 2021
5:15 p.m.
(TELECONFERENCE)

THOSE PRESENT

Mayor Bob Poch
Councilmember Kevin Black
Councilmember Merv Schmidt
Councilmember Dale Rey
Councilmember Larry Hall
Councilmember Keith St. Jeor

Clerk/Treasurer Stefani Bowden
Public Works Superintendent Mike Steffens
Police Chief Paul Bowden

Mayor Bob Poch opened the workshop at 5:16 p.m.

Clerk Stefani Bowden presented the estimated budget for the Current Expense, Criminal Justice Reserve, Public Safety Reserve, General Municipal Reserve, Streets and Streets Reserve Funds.

The General Fund included Police Department requests of \$1,200 for ballistic vests and \$5,300 for Lidars and Fire Department carry-overs from previous year in the amount of \$18,000 for fire hose and turnout gear. The Clerk has not received updated requests from the Fire Department yet. Mayor Poch will meet with the Fire Chief. There were no capital expenditure requests for the Parks Department for the 2022 budget.

There were no capital expenditure requests for the Criminal Justice Reserve Funds. Public Safety Reserve showed a \$5000 transfer from the Criminal Justice Reserve to build up the police vehicle replacement line. General Municipal Reserve is estimating a \$301,000 expenditure of the ARPA Funds, which is yet to be determined as to what the funds will be used for.

The Street Fund showed grant expenditures for the TIB chip seal project and the Ferry Ave Sidewalk project. No extras were requested from the Public Works Superintendent.

Rey had some questions regarding the recent audit report and the recommendation for a cost allocation plan. Rey suggested that the Town implement a work order system to track every job performed by employees. The Clerk explained that the Auditor isn't suggesting that extent of detail. They just want to see that we have a written plan as to how the town allocates expenditures across funds. The Clerk also explained that a work order system is already in place and is used for specific tasks. The Public Works also tracks their daily tasks in a log and the Clerk's Office does a time sheet study once, sometimes twice, a year. There are cost allocation methods already in place; the Town just needs to get these processes written into a formal adopted plan.

ADJOURNMENT

The Budget Workshop meeting was adjourned at 5:54p.m.

Mayor  Clerk 