FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES
REGULAR SESSION
OCTOBER 22, 2024

The meeting was called to order by Mayor Mike McDermott at 6:00 PM. Present at roll call were: Mayor McDermott, Dave Roelli, Steve Pickett, and Kerry Black. Absent: None. Also present were: Wade Berget, Amy Prine, Kim Winslow, Al Hinderman, Szvon Conway, Joe Boll, Cindy Corley, Candi Fitzsimons, Jeff McCarthy, Attorney Aaron Stauffacher, John Sonsalla, and Amy Johnson.

Motion by Roelli, seconded by Black that the meeting notice and agenda were properly posted. Motion carried. Motion by Pickett, seconded by Black to approve the minutes of the previous meeting. Motion carried.

Under reports, comments, suggestions, and recommendations from citizens present, Candi Fitzsimons requested to move the last agenda item 7e) Presentation and consideration of the proposed 2025 department budgets. The Council all agreed to move the agenda item to the first item to be discussed under new business. Joe Boll updated the Council on the progress of updating the City Ball Field and asked for suggestions on when to redo the infield, whether they do it this fall or next spring to see if more funds can be raised.

Under new business, City employees attended the meeting to present their proposed 2025 department budgets. Copies of all the proposed budgets were included in the agenda packet. All proposed budgets include a 4.0% wage increase as authorized by Mayor McDermott unless stated otherwise. The following 2025 department budgets were then presented for review and consideration.

- Al Hinderman then presented the Municipal Building budget for 2025. This proposed budget calls for total revenues of $29,120.00 and total expenses of $262,610.00; and an outlay request of $10,000.00. Total expenses are the same as 2024 expenses. There was no increase due to the 2024 budget still including expenses for two full-time employees; the maintenance department only has one full-time employee and one part-time employee. After review and consideration, motion by Black, seconded by Roelli to accept the 2025 Municipal Building budget as presented and include the amounts in the overall 2025 City budget. Motion carried.
- Wade Berget then presented the Park and Recreation budget for 2025. This proposed budget calls for total revenues of $77,300.00 and total expenses of $280,645.00; and outlay request of $1,000.00 for recreation outlay, $15,000.00 for swimming pool outlay, and $50,000.00 for parks outlay. Total expenses are $23,795.00 higher than 2024 expenses. The largest increases were due to the health insurance premium increasing by 11% for 2025, and increasing the pool payroll expense to match the increases from 2023 and 2024. Questions were asked by those present. After review and consideration, motion by Pickett, seconded by Roelli to accept the 2025 Park and Recreation budget as presented and include the amounts in the overall 2025 City budget. Motion carried.
- Amy Prine then presented the Wellness Center budget for 2025. This proposed budget calls for total revenues of $92,000.00 and total expenses of $113,552.64. Total expenses are $2,397.64.00 higher than 2024 expenses. Some questions were asked by those present. After review and consideration, motion by Black, seconded by Pickett to accept the 2025 Wellness Center budget as presented and include the amounts in the overall 2025 City budget. Motion carried. Al Hinderman then left the meeting.
- Candi Fitzsimons then presented the Library budget for 2025. The amount requested from the City budget started at $173,182.00, which is $13,182.00 higher than the 2024 request. Candi stated her

budget includes the 4.0% wage increase for most of her employees, and the health insurance premium increase. After review and consideration, motion by Roelli, seconded by Black to accept the 2025 Library budget as presented and include the amount in the overall 2025 City budget. Motion carried. Candi Fitzsimons, Wade Berget, and Amy Prine then left the meeting.

- Szvon Conway then presented the Police Department budget for 2025. This proposed budget calls for total revenues of $23,620.00 and total expenses of $689,536.74; plus, an outlay request of $25,000.00. Total expenses are $132,153.69 higher than 2024 expenses. Chief Conway stated the large increase in expenses is due to three of the full-time officers having family insurance plans for 2025 as opposed to all of the full-time officers having single plans in 2024. After review and consideration, motion by Pickett, seconded by Black to accept the 2025 Police Department budget as presented and include the amounts in the overall 2025 City budget. Motion carried. Szvon Conway then left the meeting.
- Jeff McCarthy then presented the Public Works Department budget for 2025. This proposed budget calls for total revenues of $9,100.00 and total expenses of $383,150.00; plus, outlay requests of $25,000.00 for street construction and $50,000.00 for street machinery. Total expenses are $6,200.00 higher than 2024 expenses. Several questions were asked by those present. After review and consideration, motion by Roelli, seconded by Pickett to accept the 2025 Public Works Department budget as presented and include the amounts in the overall 2025 City budget. Motion carried.
- Amy Johnson then presented the Clerk-Treasurer budget for 2025. This proposed budget calls for total expenses of $204,400.00; and an outlay request of $3,000.00. Total expenses are $22,474.00 higher than 2024 expenses. Amy stated this proposed budget includes the wage increases for 2025 and the health insurance premium increase. After review and consideration, motion by Black, seconded by Pickett to accept the 2025 Clerk-Treasurer budget as presented and include the amounts in the overall 2025 City budget. Motion carried.

The Council then returned to the agenda order posted, and discussion was held concerning an update to the City's Employee Handbook and Personnel Policy. The change is being recommended due to the U.S. Department of Labor Fair Standards Act (FLSA) which was updated and has to be followed by January 1, 2025. Attorney Stauffacher presented the new changes that will need to be followed for exempt vs non-exempt employees and to keep better time records for employees. The use of time clocks by non-exempt employees was presented to aid in the record-keeping of hours worked. The language in the handbook would need to be updated to reflect the record-keeping change. It was also discussed that two salaried employees within the City will not meet the exempt test and will need to either be changed to non-exempt status or make changes to their salary level and duties. This change will be discussed when the Salary and Wage Schedule for 2025 is approved. After several questions, motion by Black, seconded by Roelli to accept the update to the City's Employee Handbook and Personnel Policy as presented. Motion carried.

Discussion was then held concerning updating the camera system for the City of Darlington Municipal Building. A copy of a quote from TC Networks in the amount of $38,110.56 was included in the packet for review. Mayor McDermott explained the cameras and the system are outdated and do not cover all public areas within the building. The quote does not include running all wiring for the project. Al Hinderman will be running the wiring. Mayor McDermott stated that funding could be reallocated from the Dog Park Outlay for this project to help cover the expenses. In the future, the City could apply for a $20,000.00 grant that is available for dog parks. After consideration, motion by Black, seconded by Roelli to approve including the cost for the camera system update in the overall 2025 City budget.

Discussion was then held concerning a request from representatives of the Darlington Chamber/Main Street Program. A copy of the letter was included in the agenda packet. They are requesting a $3,000.00 increase from the $15,000.00 contribution in 2024. After review and consideration, motion by Roelli, seconded by Black to maintain the City's contribution at $15,000.00 and include the amount in the overall 2025 City budget. Motion carried.

Discussion was then held concerning a request from representatives of the Darlington Chamber/Main Street Program for the Canoe Festival. The Darlington Chamber/Main Street Program is in the process of merging with the Canoe Fest for an increase in the City annual donation to this festival from $4,000.00 to $6,000.00. A copy of a letter explaining the merger and request was included in the agenda packet. After review and consideration, motion by Roelli, seconded by Black to maintain the City's contribution to the Darlington Canoe Festival event at $4,000.00 for 2025 and include the amount in the overall 2025 City budget. Motion carried.

There being no further business for this meeting, motion by Black, seconded by Roelli to adjourn the meeting at 7:15 PM. Motion carried.

CITY OF DARLINGTON

____

Amy L. Johnson, Clerk-Treasurer