

Nowthen City Council  
August 9, 2023  
Work Session Minutes

**1. CALL TO ORDER**

Mayor Pilon called the meeting to order at 5:36 pm.  
All present recited the Pledge of Allegiance.

Present: Mayor Pilon, Council Members Rainville, Fladebo, Alders and Breyen.  
Also Present: Administrator Lehner, Deputy Clerk Johnson, and Finance Consultant Lori Yager.

**2. DISCUSSION REGARDING THE 2024 GENERAL FUND BUDGET**

The mayor and the city council along with staff and finance consultant Lori Yager discussed the proposed 2024 General Fund Draft Budget. Ms. Yager indicated that pages 3-8 are summary numbers and pages 9-23 are the detail pages.

As the group went through the budget, there was discussion about the following items:

- Verify the one-time safety grant was identified.
- Is staff memorializing the information that Public Works Supervisor Glaze has somehow?
- How will a new Full-Time Public Works employee affect the Seasonal help needed?
- Would hiring a subcontractor for landscaping needs be appropriate?
- With the addition of new staff, will the city be correctly staffed?
- Is PERA for our firefighters fully funded at this time?
- Two top earners should be posted on the website somewhere.
- Public Works needs a hydraulic dump trailer; Public Works staff have been using Supervisor Joe Glaze's personal trailer.
- Create a Charitable Contribution Fund on its own as a "Special Revenue Fund" so it can be tracked easier.
- Use some of the Charitable Contributions to offset the cost of the Sheriff Contract.
- Much of the levy increase is the debt bond payments.
- What is ROW permits anticipated income for 2024? Administrator Lehner to contact City Engineer to get an estimate.
- Use of Fund Balance is approximately \$285,000 for 2024.
- The city of Nowthen will receive approximately \$99,000 in Small City Aid.
- Quote coming to finishing scanning the property files.
- The Recycling Fund will be addressed at the next meeting.
- Is it possible to combine the office/town hall fiber optics? Administrator Lehner to follow up.
- Get an Energy Audit for the City. Deputy Clerk Johnson will follow up.
- What is the anticipated Fire Department Contract with the SFFD for 2024 going to be? Administrator Lehner is following up.
- Wage Increases to staff to include COLA and Merit Increases to be disbursed by City Administrator Lehner after staff reviews are completed.
- Discussion regarding the cell phone reimbursement policy.
- Add an Overtime Line item.

- Discussion on changing the 3rd budget workshop from August 29<sup>th</sup> to 28<sup>th</sup>.
- Ms. Yager will make the discussed changes to bring back to future budget meetings.

3. Reminder next meeting is August 23<sup>rd</sup> at 5:30.

The meeting adjourned at 9:45 pm.

Respectfully Submitted,



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Scott Lehner, City Administrator



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Jeffrey M. Pilon, Mayor