

**Personnel/Budget Committee
Meeting Agenda
Fillmore Conference Room
March 13, 2023 - 4:30 p.m.**

1. Personnel Budget Committee March 13, 2023 4:30 p.m.
2. Consider revision to Capitalization Policy.
3. Review proposed changes to Administrative Code.
4. Consider hiring of general public works position and summer help positions.

Members Present: Councilor Mike Urban and Paul Novotny.

Members Absent: None.

Others Present: Kay Wangen, Joel Young, and Shane Fox.

Police Department resignation and hiring process: Chief Fox reported that Aaron Miliander has submitted his resignation, effective Feb. 21, to move on to a different line of work. The hiring process has begun. Fox said that he is working to fill shifts during the transition time and said he is prepared to use his time to fill shifts as needed. It is likely that it will be mid-April before the position will be filled. Both members of the committee offered to help in the hiring process when it works for all involved.

Administrative Code: The committee reviewed the proposed changes. It was suggested that the language change so that the Public Works Director is not appointed each year. It was also noted that the section related to the Center for the Arts Advisor Committee still needs to be worked out, after which the proposal can be presented to the city council for their consideration.

Employment Agreement: The committee discussed the concept of having an employment agreement with the city administrator. It was suggested that the other members of the city council need to be more aware of the discussion that is taking place so that all of the members can better understand it. This will be included on next Personnel Committee, with a blank Employment Agreement to consider, and maybe on COTW agenda as well..

PURPOSE

The goal of the City's Outlay Plan is to develop a comprehensive program for use by decision makers to guide capital investments in equipment and assets based on an assessment of the community's needs, taking into account the best use of limited resources while providing efficient and effective municipal resources.

There are four components to the City's Capital Outlay Plan;

- Departmental Capital Goods / Equipment Replacement Schedules
- Capital Improvement Plan (CIP)
- Capitalization
- Sale of Merchandise

DEPARTMENTAL CAPITAL GOODS / EQUIPMENT REPLACEMENT SCHEDULES –

The City strives to maintain its physical assets at a level that minimizes future repair and maintenance costs. To accomplish this goal, the City has established the Departmental Capital Goods / Equipment Replacement Schedules to annually budget and set aside funds for the timely replacement of City Equipment.

The Departmental Capital Goods / Equipment Replacement Schedules are maintained for;

- General Fund
 - City Clerk Department
 - Municipal Building
 - Police Department
 - Civil Defense
 - Street Department
 - Parks Department
 - Technology Share Components
- Fire Department
- Ambulance Department
- Water Department
- Waste Water Department
- Cable Access Department

CAPITAL IMPROVEMENT PLAN (CIP) –

- The CIP is a five-year plan for capital improvements that is updated annually. The CIP process includes analyzing projects contributing to the public health and welfare, projects helping to maintain and improve the efficiency of the existing systems, and projects that define a future need within the community.

- The City will identify the estimated cost and potential funding sources for each capital project proposal in the CIP. Purchase contracts for equipment and projects included in the CIP must still be properly authorized according to the City's Purchasing Policy.
- The CIP will include equipment and projects from any City Fund.

CAPITALIZATION POLICY

CAPITALIZATION POLICY PURPOSE

To provide a uniform criteria for identifying City expenditures for capitalization, and for the proper asset classification of capital expenditures, including guidelines for the determination of the economic useful lives of assets.

CAPITALIZATION POLICY

A. SUMMARY OF GENERAL POLICY

1. It is the general policy of the City of Chatfield to identify an expenditure as a capital asset if it meets the following requirements:
 - a. Is City owned
 - b. Costs \$5,000 or more
 - c. Has an economic useful life greater than five years
2. Expenditures on existing assets may be capitalized if the asset's productive capacity is significantly improved or the useful life of the asset is extended by one year or more. Replacement will be capitalized if they meet the three criteria listed above.
3. Capital items in most cases are new or replacement purchases that have been planned for as part of the Capital Goods Replacement Plan. Expense items are generally those which are used up in a short time (less than ~~one~~ five years) or are expenditures which maintain an existing asset in good condition, but do not improve it from its original condition.
4. Lower-value (cost below \$5,000) tools and equipment are expensed to reduce the bookkeeping costs of tracking and depreciating them but should be inventoried and tracked if over \$1,000.

B. DEFINITIONS AND POLICY INTERPRETATION

1. Asset Expenditure:
 - a. Assets may be land, buildings, equipment, roadways, physical goods of various kinds, computer software, certain intangible long-lived benefits such as easements, and in certain instances, the cost of demolition, relocation, or renovation of assets. Expenditures for such goods, services

and benefits may qualify as capital expenditures. The “cost” of the asset includes purchase price (~~including sales tax~~ and shipping costs), construction costs (including labor, material and overhead used in construction; and reports, studies, plans, consulting, and architectural fees, etc., required in the construction process), capitalized interest (the cost of financing the asset), and in limited, defined instances; (a) the cost of outside legal costs, and (b) qualifying environmental cleanup and mitigation expenditures. Note: Warranty costs and maintenance agreements are not capital expenditures; they are operating costs and must be expensed.

b. A combined or unitary concept will be used in identifying newly purchased or newly constructed assets, and a separable concept when replacing, renovating, or improving major components of existing assets. Example: A newly constructed building is identified as a unitary asset, even though it is composed of major subcomponents. If the HVAC system of an old building is replaced, the new HVAC system is identified as a separable new component with its own estimated useful life. Major components of City assets may be considered separable and subject to separate asset identification, (i.e.; an HVAC system, a truck engine, a crane cab or a building roof). In these cases, either the separable asset may be given; (a) its own new life; (b) the remaining life of the existing asset; or (c) the life of the major asset may be extended, depending on the facts in each case. In other more restricted cases, integral, non-separable elements are considered maintenance expense of the major asset. Example: when bridge pilons are repaired or replaced such expenditures are considered maintenance expense for the bridge, and are not capitalized.

c. For purchases, it is policy to identify an expenditure as a unitary “system” whenever the components, taken together, may reasonably be understood to work as a single unit. For example, if a purchase is made for a computer, monitor, keyboard and software, it is understood that this is a purchase of a computer “system”. If these components, purchased together, cost \$5,000 or more (~~including sales tax and~~ shipping costs), then the expenditure is considered a single purchase of a computer system and is capitalized as a unit. (Note: Warranty costs and maintenance agreements may not be Capital Expenditures and must be excluded from the calculation which determines asset cost.)

d. For purchases in volume of capital items with unit value less than \$5,000 and if the aggregate total of the item exceeds \$5,000, then the group of items may be capitalized providing that the two other tests for

capitalization are met (i.e.; they must be City-owned and have a useful life of more than a 5 years). For example if one filing cabinet is purchased for \$500, the item will be expensed; but if ten \$500 cabinets are purchased together, they may be capitalized since the aggregate cost is \$5,000. This policy is subject to further interpretation depending on the facts in each case. For example, the purchase of one hundred \$50 wastebaskets would not be considered a capital purchase. In most situations, it is the intention of this policy to capitalize aggregate purchases (\$5,000 or greater) of furniture, fixtures and equipment (including computer software) where unit values are at least in the range of \$500 to \$1,000. Items valued at less than \$500 are generally treated as consumable supplies and expensed even though their useful lives may exceed one year. The reason for this policy is to reduce the bookkeeping and tracking expense for lower valued capital expenditures. The Clerk's department will decode policy in those cases where differences of interpretation are otherwise unresolved.

Individual assets that cost less than \$5,000, but that operate as part of a network, or are part of a kit or collection, will be capitalized in the aggregate, using the group method, if the estimated average useful life is more than five years. The following networks / kits / collections exist within the city

- The telephone system, with an estimated useful life of 10 years.
- ~~The police squad equipment kits, will be placed on the books with their corresponding value, with an estimated useful life of 8 years. Replacement items will be expensed as repair and maintenance. Additions to the kit will be capitalized.~~
- ~~The EMS training equipment collection will be placed on the books with the value as of 12/31/2003 and depreciated. Replacements and additions to the collection will be added and depreciated individually if they meet the criteria.~~
- ~~The Library has four collections, books, magazines, reference and non-print collections. Each of these collections will be added with their value as of 12/31/2003. Each year the additional purchases will be added in the aggregate and depreciated over 5 years.~~
- ~~The Fire Departments Turn Out Gear will be added on the books as sets of six as of 12/31/2003, and depreciated over 5 years.~~
- ~~The Fire Department Air bottles will be placed on the books as a set of 4 and a set of 14 as of 12 /31/2003 with an estimated useful life of 10 years.~~

2. Depreciation

Assets lose value over time; this loss of value is depreciation cost. The principal objective in accounting for depreciation is to charge each accounting period for the estimated loss in value of the depreciable assets incurred during that period.

The City of Chatfield will utilize the straight-line method of depreciation for all assets. Salvage value will not be utilized. Assets will be fully depreciated and carried on the books at \$0.00 value when the book life of the asset has been reached.

3. Economic Useful Life

a. "Economic useful life" is generally construed to mean the period (years) during which the asset is providing benefit to the City. The "physical life" of an asset is the period (years) in which the asset is able to perform as originally designed, built and maintained. The economic useful life of an asset may be the same as the physical life, or it may be shorter.

b. It is general policy to the City to assign asset lives based on an estimate of the period of productive benefit to the City; that is the economic useful life of the asset.

4. Improvement: General Improvements & Public Improvements

a. Improvement.

Improvement is a common term used to describe the construction or purchase of a new asset or the betterment of existing facilities or assets. For example, all qualifying expenditures are incorporated into the City "Capital Improvement Program" (CIPP). The term "improvement" in a more restricted sense means:

(i) The substitution of a better asset for one currently in use

(ii) The expansion of an existing facility to accommodate increased volumes

(iii) The modification of an existing asset to meet a new or changed use (one note intended by its original design).

b. General Improvements

Expenditures for an improvement are capital expenditures and may be given a separable asset life, or an asset life corresponding to the remaining life of the existing asset; or the existing life may be extended (minimum extension of three years).

c. Public Improvements

“Public Improvements” means improvement to assets used by the public: for example; roads, parking lots, sidewalks, parks, etc

In the case of streets and roads – if the work done impacts the “base” structure the improvement should be capitalized. i.e. sealcoating is considered maintenance – an overlay is considered capital.

5. Asset Classes & Estimated Useful Lives –

Classes of Assets	Threshold	Economic Useful Life
Buildings / Structures <ul style="list-style-type: none"> Temporary / Portable – 5 years Seasonal / Shelters – 20 years Sewer Treatment Plant – 25 years Buildings – 40 years 	\$5,000	10 – 40 yrs
Building Improvements <ul style="list-style-type: none"> HVAC Systems – 20 years Roofing – 20 years Carpet Replacement – 10 years Electrical / Plumbing – 30 years 	\$5,000	5 – 30 yrs
Equipment / Machinery <ul style="list-style-type: none"> Fire Department Air Bottles 10 Yrs Pick Ups – 7 years Plows – 15 years Dump Trucks – 11 years Mowers & Tractors – 10 years Playground Equipment, Scoreboards, bleachers, radio towers, lights, fishing dock – 20 years EMS Training Equipment – 10 years Telephone System – 10 years Library Collections – 5 years Fire Department Turnout Gear – 5 years Computers – 4 years. 	\$5,000	5 – 20 yrs
Furniture & Fixtures <ul style="list-style-type: none"> Desks, tables, chairs – 15 years 	\$5,000	5 – 12 yrs
Infrastructure <ul style="list-style-type: none"> Drainage Systems – Catch basins & storm pipe – 40 years 	\$5,000	20 – 40yrs

<ul style="list-style-type: none"> • Water Dist System – Pipes – 40 years • Sewage Collection System – Manholes & Pipes – 40 years • Wells & Storage Syst. – 40 years • Lift Stations – 25 years • Streets – • New (bituminous) 40 years • Over lay (bituminous) 20 years • Sidewalk – 20 years • Lights – 20 years • Curb & Gutter – 40 years 		
Vehicles <ul style="list-style-type: none"> • Ambulances – 10 years • Cars / Light Trucks – 7 years • Fire Trucks – 20 years 	\$5,000	5 – 10 years

All fixed assets with a useful life of more than one year and an original value between \$1,000 and \$5,000 will be recorded and inventoried, but will not be capitalized and depreciated. These records will be compiled and maintained by the individual departments. The Clerks department will track capitalized assets only.

SALE AND DISPOSAL OF CITY EQUIPMENT / GOODS

SALE AND DISPOSAL POLICY PURPOSE

This policy is intended to streamline the process of disposing of equipment and tangible goods that are no longer needed by the City of Chatfield. Unless otherwise directed by the City Council, all equipment and goods that are owned by the City but no longer needed, with the exception of land and buildings, are to be sold via a standard process.

PROCESS STEPS

1. On a routine basis, the City will make it known that standard procedure for disposing of equipment and goods includes the advertisement of these items on publicsurplus.com.
2. A notice will be placed in the City's official newspaper, making local residents aware that an item will be listed for sale and directing them to the public surplus website.
3. Each item will be posted on publicsurplus.com for a minimum of ten business days.
4. The Department Head responsible for the decision to sell the equipment will report the matter to the appropriate City Council Committee either immediately prior to, or immediately after, the sale of the item sold.
5. All proceeds from the sale of these goods will be placed in the reserve fund for future capital purchases of the appropriate Department.

Department Heads will determine the need to dispose of the various pieces of equipment within their area of responsibility and will coordinate the sale of the items with the Office of the City Clerk. The Office of the City Clerk will have the primary responsibility to coordinate the sale of the goods, with the responsible Department Head being available to answer questions or show the item to interested parties.

An employee who violates any aspect of this policy may be subject to revocation of certain system privileges or disciplinary action up to and including termination.

Capital Outlay Policy Adopted by City Council September 08, 2008

Capitalization Policy Adopted by City Council June 14, 2004

Capitalization Policy Revised by City Council November 1, 2007

Capital Outlay Policy Revisions Adopted by City Council October 25, 2021

Capital Outlay | Capitalization & Sale of Merchandise Policy Combined & Adopted January 09, 2023

ORDINANCE NO 465

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO ITS *ADMINISTRATIVE CODE*; AMENDING THE PROVISIONS OF THE *CHATFIELD CODE*, SUBPART A, PART II, CHAPTER 2, ARTICLE I, SECTION 2-2; ARTICLE II, SECTION 2-15; ARTICLE III, SECTION 2-25; ARTICLE IV, SECTIONS 2-45(a), 2-47, 2-48.1, 2-49, 2-51, 2-55, 2-55.1, 2-56; ARTICLE V, SECTION 2-76; REPEALING THE PROVISIONS OF ARTICLE V, SECTIONS 2-77.

The City Council of the City of Chatfield, Minnesota, does ordain:

Section 1. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article I, Section 2-2 are amended to read:

Sec. 2-2. Executing instruments.

All contracts, bonds, and instruments of every kind in which the city is part shall be signed by the mayor and city administrator on the city's behalf and attested to by the city clerk and shall be executed in the city's name.

Section 2. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article II, Section 2-15 are amended to read:

Sec. 2-15. Meetings.

Regular meetings of the city council shall be held on the second and fourth Mondays in each month at 7:00 p.m., except the fourth Monday of December of each year when no regular meeting will be held. If the date of a regular meeting is a holiday, then the meeting shall be held on the next day that is not a holiday. Special meetings may be called by the mayor or any four members of the city council by written notice of at least 72 hours to each of the members, to be delivered to them personally, electronically, or left at their usual place of abode. Said notice shall contain a statement of the business for which the meeting is called. No other business shall be transacted at such special meeting, except as designated in the notice; provided, however, that whenever all members of the city council are present, by unanimous consent business can be transacted which could be transacted at a regular meeting, and any such defect as to notice may be waived.

Section 3. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article III, Section 2-25 are amended to read:

Sec. 2-25. Bonds.

The city clerk, deputy clerk, and such other officers or employees as the city council may by resolution designate, shall each before entering into the duties of their respective office, give a

corporate surety bond to the city in an amount to be fixed by the city council, but in no event in an amount of less than \$10,000, and in such form as approved by the city council and city attorney, as an additional security for the faithful performance of their respective duties and the safe keeping of the public funds. All bonds provided for in this section shall be paid for by the city.

Section 4. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-45(a) are amended to read:

Sec. 2-45. Ambulance service department.

- (a) *Established.* There shall be established a volunteer ambulance service department under the control of the city administrator. The present constitution and by-laws of the department shall be continued. Future changes shall be subject to the city council's confirmation and approval.

Section 5. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-47 are amended to read:

Sec. 2-47. Fire department.

- (a) *Established.* A volunteer fire department is established under the general supervision of the city administrator. The present constitution and by-laws of the department shall be continued. Future changes shall be subject to the city council's confirmation and approval. The members of the department shall continue to recommend their own chief, assistant chief, and other officers subject to the city council's confirmation and approval.
- (b) *Fire chief, assistant fire chief.* The chief of the fire department shall have general superintendence of the fire department and custody of all property used and maintained for purposes of said department. The chief shall see that the same are kept in proper order and that all rules and regulations and all provisions of the laws of the state and city ordinances relative to a fire department and to its prevention and extinguishment of fires are duly observed. The chief shall superintend the preservation of all property endangered by fire and shall have control and direction of all persons engaged in preserving such property. In the absence or disability of the chief for any cause, the assistant chief shall exercise all the duties and be subject to the responsibilities of the chief. It shall also be the duty of the chief of the fire department, on or before January 1 in each year, to file a detailed inventory with the city administrator of all the property used and maintained for said department, and the chief shall, on or before the fifth day of each month file with the city administrator a report of all fires occurring the previous month stating the nature of the fire.

Section 6. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV,

Section 2-48.1 are amended to read:

Sec.-48.1. Cable television access board.

- (a) A cable television access board is established and shall consist of six persons appointed by the mayor and confirmed by the city council; and one city councilor appointed by the mayor. All appointments shall be confirmed by the city council at its annual meeting. The appointees of the mayor confirmed by the city council shall serve three-year terms of office, provided that the terms of those appointees initially appointed shall be staggered so that the terms of only two such members shall expire in any given year. The city councilor appointed shall serve a term of one year. The board shall elect its own officers at its annual meeting. The board shall be advisory to the city council and manage the administration of Chatfield Community Television, attend to matters arising under the provisions of any cable television franchise granted by the city, and any other related cable television issue referred to it by the city council.
- (b) *Administrator.* The administrator of the Cable Access Board and Chatfield Community Television shall be appointed by the city council and will work under the general supervision of the city administrator. In addition to the general duties required to be performed, the cable access board administrator shall, on or before January 1 of each year, file a detailed inventory with the city administrator of all property used and maintained for the use of the cable access board and Chatfield Community Television.

Section 7. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-49.1 are amended to read:

Sec. 2-49. Park and recreation committee.

A park and recreation committee is hereby established. It shall consist of two councilors appointed by the mayor with the city council's approval. The members shall be appointed for a term of two years commencing at the first meeting in January in each odd-numbered year. It shall be the special duty of the members of the committee, in addition to their general duties as councilors, to act as an advisory committee to the swimming pool manager and managers of the city's recreation program. The members of the committee shall act as a liaison between the swimming pool manager, the managers of the recreation program, Chatfield Community Education, and the city council.

Section 8. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-51.1 are amended to read:

Sec. 2-51. Police department.

- (a) *Established.* There is established a police department under the general

supervision of the city administrator. The head of the department shall be known as chief of police. The number of additional members and employees of the police department to be regularly employed shall be determined by the city council through passage of a resolution which may be amended or changed from time to time. Such additional members shall be appointed by the city administrator, subject to the council's approval.

- (b) *Post Board certification required.* The chief of police and any members of the police department shall be certified by the Minnesota Police Officer Standards and Training Board before employment. The city administrator shall have authority to appoint additional members to the police department for temporary duty when in the administrator's judgment an emergency exists requiring the preservation of life or property.
- (c) *Powers and duties.* The chief and all members of the police department shall have the powers and authority of peace officers generally and shall perform such duties as are required of them by the city administrator or by the provisions of any state law, or charter provision or ordinance of the city.
- (d) *Chief.* The chief of police shall have the general superintendence of the police department and custody of all property used and maintained for the purpose of said department; and shall, on or before January 1 in each year file a detailed inventory with the city administrator of all such property.

Section 9. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-55 are amended to read:

Sec. 2-55. Public works department.

- (a) *Established.* A public works department is hereby established under the general supervision of the city administrator.
- (b) *Director, powers and duties.* The head of the department shall be known as the director of public works. The director shall be hired by the city administrator subject to the council's approval. The director has authority over all streets and alleys within the city, all city parks, and swimming pool maintenance. The swimming pool manager is in charge of swimming pool operations. Operation and maintenance of city's parkways, water mains, wells, pumps, pump houses, storage tanks, sanitary sewer lines, wastewater treatment facilities and storm sewers shall be under the direct supervision of the director. It is the duty of the director to ensure that any law of the state or city ordinance relating to weed control or eradication are observed. The director shall have supervision of all labor employed by, and property used and maintained by the city, for the purpose of and carrying out of the duties and responsibilities of the department. The director shall have authority to hire necessary labor and make expenditures for materials

on the city's behalf for snow removal; weed control and eradication; repair and cleaning of debris from streets, alleys, parkways and storm sewers in the case of damage from storms and or other causes; under such conditions and as to such amounts as the council may from time to time by resolution provide.

Section 10. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-55.1 are amended to read:

Sec. 2-55.1. City lien for provision of utility and other property related services.

The city shall have the first lien upon all property where it has furnished public utility or property-related services pursuant to the provisions of Chapter 28 of the *Chatfield Charter* or under authority of state law, as security for payment for such services including the cost of labor and material furnished, whether furnished at the request of the property owner, lessee, or occupant, or otherwise provided as authorized by law. Any such amount for utility or other property-related service unpaid on October 15 of a calendar year may be levied on, and assessed against, the particular parcel of property for which utility services or other property-related services were rendered, by adoption of a council resolution and certified to the county official acting with the powers of the auditor, for collection in the manner provided for general taxes; or, such lien may be foreclosed by the city in an appropriate action at law.

Section 11. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-56 are amended to read:

Sec. 2-56. Rural fire advisory committee.

A rural fire advisory committee is hereby established and shall consist of the city administrator, two representatives from the city's volunteer fire department and one member from each town which contracts for fire protection from the city. The committee shall advise and make recommendations to the city on matters relating to fire protection services furnished by the city, the purchase of firefighting equipment and expenditures.

Section 12. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article V, Section 2-76 are amended to read:

Sec. 2-76. Purchases and contracts.

The administrator shall be the chief purchasing agent of the city. All purchases on the city's behalf shall be made by the city administrator subject to the city council's approval. Such approval must be given in advance whenever the amount of such purchase or contract exceeds \$20,000, unless otherwise provided in this Code. All contracts shall be made in accordance with law.

Section 13. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article V, Section 2-77, are repealed.

Section 14. This ordinance shall be effective 30 days following its publication.

Passed and adopted by the City Council of the City of Chatfield, Minnesota, this 27th day of March 2023.

Approved:

Attest:

By its Mayor

Its City clerk

INTEROFFICE MEMORANDUM

TO: PUBLIC SERVICES COMMITTEE
FROM: BRIAN BURKHOLDER, SCS
SUBJECT: HIRING OF NEW PUBLIC WORKS POSITION
DATE: 3/6/2031

Action Requested: To discuss and to consider the hiring of the new General Public Works position by October 1st, 2023

Background: Last fall I brought forward the consideration of hiring a 6 employee for the Public Works Dept. This would be a general entry level position filling the 2-summer help positions as a 2nd mower, trimming painting etc. and assisting all departments as needed. If any, I would put an enfaces on building maintenance with no license or certifications required as this time.

I feel that by filling this position by October, would give me a few months of training before the winter season begins.

Brian Burkholder

INTEROFFICE MEMORANDUM

TO: Personnel/Budget Committee
FROM: Brian Burkholder, SCS
SUBJECT: 2 Summer positions & 1 spring/season position
DATE: 3/6/2023

Action Requested: To consider bringing back Ryan Nosbisch and Gage Bartels for the 2 summer positions (June-Aug) and Kevin Koch as the seasonal mowing position from April-Oct). All 3 held the positions in 2022.

Background: I reached out to both Ryan and Gage asking if they would like to return this summer. Both Rayan and Gage were interested in returning this summer. Dan and I both spoke with Kevin, and as of now, he is planning to return to mow for a minimum of 30 with a Maximum of 40 hrs. per week.

All 3 did a decent job for us last year and know the job. With that said, I would like to hire them back again this year for the summer positions and seasonal position.

Thank you for your time,
Brian Burkholder