

ECONOMIC AND COMMUNITY DEVELOPMENT  
**BUDGET COMMITTEE**  
**SPECIAL MEETING**  
**Thursday, January 12, 2023**  
**4:00PM City Hall East, Conference Room A**

ATTENDEES: Howard Schmelder – Chair, Tom Hicks, Andrew Rasmussen-Tuller

ABSENT: None

STAFF PRESENT: Justin Malley, Executive Director, Dr. Dawn Leger, Grants Administrator;  
Sharon Arsego, Sr. Admin. Assistant

GUESTS: None

1. Call to Order

Chair, Howard Schmelder, called the meeting to order at 4:00PM. The pledge was waived as there was no flag present. A quorum was present.

2. Approval of the Minutes of the Budget Committee meeting of January 12, 2022

Howard Schmelder requested a motion to approve the minutes from the January 12, 2022 meeting. Tom Hick made the motion which was seconded by Andrew Rasmussen-Tuller. All were in favor and the minutes were accepted into record.

3. Review of 2023 - 2024 ECD Budget request

Justin Malley reviewed the formatting of the budget data provided to the Committee. The mayor asked for level or reduced budget for this budget season which is how the ECD has operated in the past.

Discussion about the various 2023 – 2024 ECD Budget:

4101 – City Share

Reductions have been made year over year in areas where the department has seen decreased use or need. An example of this is postage with a significant reduction in mailings needing to be done.

Travel Reimbursement usage and spending is low. The committee encouraged the reimbursements be requested and recorded as a matter of record even when usage is low or infrequent. Justin Malley agreed.

Marketing was expected to stay level. Howard Schmelder felt this budget should be raised because of all the projects and improvements happening in the city. Justin noted that ECD has a good history of coming before the Board if a situation presented itself where more funds were needed.

Discussion continued covering various categories, current and previous year usage and forecasting of future budget needs.

#### 4102 – CDBG Rehab

Salaries were discussed as they are partially paid by HUD. For example, the Residential Rehabilitation position is 99% HUD and 1% City. Also discussed were the multi-family vs single family home applicant numbers expected for next year's Grant program.

#### 4103 – CDBG Admin

Discussion of CDBG Administrative items including the department's drone for viewing project progress and completion. Conferences and Memberships, postage, printing and binding, advertising for the CDBG public notices, and recording fees for public records filing were also reviewed.

Justin Malley reviewed the Budget submission and approval process; the next step being reporting to the ECD Board that the budget was approved. It will then go before the Board of Finance for final approval.

Tom Hick made the motion to approve the ECD FY 2023 – 2024 budget request as recommended by the Budget Committee on January 12, 2023 and submit it to the Comptrollers Office for revisions if necessary. The motion was seconded by Andrew Rasmussen-Tuller and without further discussion, all were in favor and the motion was passed into record.

#### 5. Adjournment

Chair, Howard Schmelder, called for a motion to adjourn. Andrew Rasmussen-Tuller put the motion forward, it was seconded by Tom Hick and all were in favor. The meeting adjourned at 4:30pm.

Respectfully submitted,

Sharon Arsego  
Recording Secretary