

MINUTES

ST. STEPHEN CITY COUNCIL – SPECIAL MEETING: BUDGET PLANNING

August 24, 2016

CALL TO ORDER: 6:00 PM PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy VanderWeyst – Mayor, Jeff Blenkush, Gene Skaj, Danita Traut, Thomas J. Vouk – Council, Cris Drais – City Clerk.

ABSENT: None.

The spreadsheet reviewed contained the 2015 Final Budget, 2016 Final Budget, 2016 To Date Expenses, 2017 Work Column & 2017 Proposed Budget.

The 2016 Final Budget was reviewed starting from the top.

2017 PROPOSED GENERAL REVENUE EXPENSES:

Elected Officials: \$18,000 – The amount will be kept the same.

Clerk & Treasurer: \$15,000 – The amount will be kept the same.

Elections: \$2,300 – The amount spent so far is \$1,829.50 as training and mileage has been paid out along with working the State Primary. The County charged \$413.50 within the amount for election machine service. November stipend will be for General Election and mileage to pick up and deliver the election materials. The amount is budgeted for annually, so the \$2,300 wasn't used in 2015. The amount will be kept the same.

Assessor Fees: \$5,000 – The amount will be kept the same.

Legal: \$15,000 – (increased by \$4,000) The legal services for the road project, resident issues regarding building and ordinance work has been very high in 2016. This trend could continue. As such, the amount will be increased.

Publications: \$2,257 – (increased by \$757) Publications have been high this year with the election, public hearings and special meetings. The amount will be increased.

Insurance: \$17,000 – The amount will be kept the same. The City will be billed in September.

Dues: \$1,400 – The amount will be kept the same.

Utilities & Telephone: \$18,000 – (decreased by \$2,000) The utilities used in 2016 haven't been high due to the mild winter. The amount will be decreased.

Building Maintenance: \$48,829 – (decreased by \$2,000) Now that the roof has been done, less major work can be addressed: carpet, the rest of the windows. The amount will be decreased.

Office Supplies/Services: \$6,500 – The amount will be kept the same.

Conferences & Seminars: \$1,000 – The amount will be kept the same.

Stipends (Planning/Site Permit Inspector/Road Overseer/Park Overseer): \$6,125 – This amount will be kept the same. Discussion took place regarding the Planning Commission Chair's salary. Due to the increased amount of work done by the Chair, the salary will be increased to \$50 per month for the Chair as the Commission might not have a meeting, but the Chair is fielding phone calls, attending Council meetings and possibly special meetings. A lot of work is being done. Discussion took place regarding the Site Inspector's salary. To date, there have been 2 house permits issued, 2 garage permits issued and 5 other permits issued. The amount will be increased to \$40 per visit with the understanding that most sites will be visited 2 times. Both of these changes can't be put into action until the January meeting when the Salary Schedule is reviewed. Even with these increases, the amount will be kept the same.

SS Fire Relief Contribution in October: \$5,000 – The amount will be kept the same.

GENERAL REVENUE EXPENSES: \$161,411.00

RECEIPTS:

Local Government Aid: \$154,661.00 – This amount is increased from 2016 which was \$153,859.00.

Checking Interest: \$600 – The amount will be kept the same.

Business' License Renewal: \$6,000 – The amount will be kept the same.

Site Permits: \$150 – This amount will be kept the same.

RECEIPTS: \$161,411.00

GENERAL REVENUE – RECEIPTS = LEVY FOR GENERAL GOVERNMENT: \$0.00

PUBLIC SAFETY:

Fire Truck Loan: \$17,000 – Automatic amount.

Volunteer Fire Department: \$88,920 – This amount is prepared by the FD.

Civil Defense: Siren, Emergency Management & Generator: \$5,000 – The amount will be kept the same.

Police Protection: \$20,500 – The amount will be kept the same. There is more money in the Police Fund than needed for 1 year of service. Discussion took place regarding creating a CD for the Police Fund with the overage. Something to discuss more at a Council meeting.

PUBLIC SAFETY: \$131,420.00

Less: Township Fire Contracts \$88,920.00

LEVY FOR PUBLIC SAFETY: \$42,500.00

ROAD & BRIDGE:

Street Lighting & Service: \$7,000 – The amount will be kept the same.

Road Maintenance/Ice & Snow Removal/Sand & Salt: \$32,545 (increased by \$45) – Discussion took place regarding snow removal service. Discussion took place regarding hiring Ferche, Inc. for snow removal service as they already plow 3 city roads. It's difficult to get drivers to commit and their availability time is unpredictable. Discussion took place having Rodger Bellinger clean up after initial plowing if he's available and the service is needed. Discussion took place regarding the bottom line fact is the residents pay taxes to have their roads maintained. They shouldn't have to wait or drive through difficult conditions because the city doesn't have a driver available to tend the roads. Also, in emergency situations, it isn't good for the city to not have the roads taken care of for responses. The amount will be increased by \$45 as plowing services provided by a company are impossible to predict before the first season of service.

Road Construction/Engineering: \$120,075 – The amount will be kept the same.

Vehicle Maintenance: \$6,437 - The amount will be kept the same.

ROAD & BRIDGE: \$166,057.00

PARK FUND

Park & Recreation: \$17,000 – The amount will be kept the same. Cindy shared examples of 2 playground systems that monies could be used to purchase for the Hlebain and Parkway Parks. The systems in the parks are outdated and the Rainbow system is a residential vs commercial system (which a City park would be considered). Again, the systems can be updated with monies that residents have paid in taxes.

PARK FUND: \$17,000.00

TOTAL PROPOSED LEVY FOR 2017: \$225,557.00

GENERAL REVENUE EXPENSES	\$161,411.00
RECEIPTS	\$161,411.00
LEVY FOR GENERAL GOVERNMENT	\$0.00
PUBLIC SAFETY	\$131,420.00
Less: Township Fire Contracts	\$88,920.00
LEVY FOR PUBLIC SAFETY	\$42,500.00
LEVY FOR ROAD & BRIDGE	\$166,057.00
LEVY FOR PARK	\$17,000.00

2017 PROPOSED LEVY: \$225,557.00

Danita Traut made a motion to approve the proposed 2017 budget for \$225,557.00. Gene Skaj seconded the motion. Motion carried.

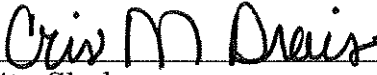
Per an email from Randy Sabart, SEH Inc. City Engineer, discussion took place regarding the edge of the 2nd St NE. The residents want sod along the edge of the road vs gravel. Discussion took place regarding the high cost of the sod that would be the responsibility of the city. Concern was expressed regarding residents taking care of the sod also. The idea of sod wasn't brought up until after the final meeting regarding the project. The Council came to a consensus that the edge should be finished with black dirt and hydro-spraying of seed. Randy will be contacted regarding the Council's decision.

Per an email from Jessie Sogge, Attorney in the City Attorney's Office, the Clerk presented a document for the Council to approve authorizing the Clerk to sign the MGA (Minnesota Government Agreement) Agreement for access to the court's website for criminal prosecution. Jeff Blenkush made a motion to approve the Resolution Authorizing Execution of Master Subscriber Agreement for Minnesota Court Data Services Between the City of St. Stephen and the Minnesota Office of State Court Administration and Authorizing Execution of the Request Form for Minnesota Government Access (MGA) Login Account and Any Amendments (CITY OF ST. STEPHEN PROSECUTING ATTORNEY'S OFFICE). Danita Traut seconded the motion. Motion carried.

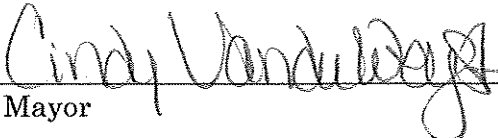
There being no further business, Jeff Blenkush made motion to adjourn. Danita Traut seconded the motion. Motion carried.

Meeting adjourned at 7:48 PM

Respectfully submitted,



 City Clerk



 Mayor