



St. Stephen City Council Budget Planning Meeting August 21, 2019

2 6th Avenue SE
St. Stephen, MN
56375
320-251-0964

City Officials

Jeff Blenkush
Mayor

Gene Skaj
Council Member

Danita Traut
Council Member

Steve Trobec
Council Member

Tom Vouk
Council Member

Dolores Supan
Treasurer

Cris Drais
City Clerk
[crisdrais@
midconetwork.com](mailto:crisdrais@midconetwork.com)

Website:
cityofststephen.com

Call To Order: 6:00 PM

Pledge of Allegiance

Approval of Agenda

Agenda Items:

1. 2020 Proposed Budget Work Session
2. 2020 Truth in Taxation Meeting Date & Time Motion

Meeting Adjourned

MINUTES

ST. STEPHEN CITY COUNCIL – SPECIAL MEETING: BUDGET PLANNING

August 21, 2019

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

MEMBERS PRESENT: Jeff Blenkush - Mayor, Gene Skaj, Danita Traut, Steve Trobec, and Thomas J. Vouk – Council, Cris Drais – City Clerk.

ABSENT: None.

APPROVAL OF AGENDA: The agenda for the Budget Planning Meeting was reviewed. Gene Skaj made a motion to approve the agenda. Steve Trobec seconded the motion. Motion carried.

The Clerk explained the additional line item on the budget spreadsheet. At the end of each fund, the Clerk added the total disbursed from the fund for 2018. For example, in 2018, \$170,922.00 was budgeted for the General Fund and \$154,549.89 was spent from the General Fund. The amounts disbursed for 2018 were also provided for the Emergency Management, Police, Road & Bridge and Park Funds.

The 2019 Final Budget was reviewed starting from the top.

2020 PROPOSED GENERAL REVENUE EXPENSES:

Elected Officials: \$15,000 – The amount will be kept the same.

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

Elections: \$2,300 – The amount will be kept the same. The November 5, 2019 Levy Vote will be paid for by the Sartell-St. Stephen School District.

Assessor Fees: \$5,200 (increased by \$200) – Assessor Fees for 2019 have been paid & were \$5,188.75.

Legal: \$24,511 – The legal services through August have totaled \$13,304.00. Legal services have been steady with the work on 6th Ave SE and the 2 developments in town. A letter was received from the Attorney's Office indicating a raise in prices effective January 1, 2020. It seems as if the budgeted amount is still good. As such, the amount will be kept the same.

Publications: \$5,257 – The amount will remain the same.

Insurance: \$24,470 – The amount will remain the same. A quick calculation showed that the amount paid in 2018 was less than \$24,470.00. Insurance hasn't been paid for 2019 yet.

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

Utilities & Telephone: \$15,000 – The amount will remain the same.

Building Maintenance: \$45,000 – The amount will remain the same.

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. The Clerk asked about moving stipends paid from the Park Fund to the General Fund under the Stipend code. Since there isn't a Park Board, stipends for park related activities have been taken from the Park Fund. The Clerk asked about moving Park Overseer, Christmas Lights installation & take down, skating rink maintenance and skateboard park maintenance stipends to the General Fund. The amount would be \$2,813.50 and needs to be approved via motion. Council agreed that the motion should be done during a regular Council Meeting. The Clerk will add the request to the September agenda.

St. Stephen Fire Relief Contribution in October: \$9,000 (increased by \$4,000) – Relief Association audits were discussed. The annual audit and 990 form that must be completed now cost \$4,050.00. The Relief Association has two funds: General and Special. Money contributed from the City is put in the Special Fund. The contribution amount was reviewed and Council Member Vouk had budget

planning information from 2004 that showed the contribution was \$5,000. The Proposed 2020 Fiscal Year Operating Budget for St. Stephen Fire & Rescue was reviewed. The \$17,000 listed as a City expense covers the two Fire Truck Fund payments. Each Township makes a Fire Truck Fund payment and the City makes two payments. The total of the Operating Budget, \$88,925.00 is split between Brockway Township and St. Wendel Township. \$4,000.00 will be added to the contribution and reviewed before the meeting closes.

LGA Surplus to R&B Road Maintenance/Ice & Snow Removal/Sand & Salt: \$13,498.00

GENERAL REVENUE EXPENSES: \$189,261.00

RECEIPTS:

Local Government Aid: \$182,511.00 – This amount is increased from 2019, which was \$164,813.00.

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: \$189,261.00

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

LEVY FOR GENERAL GOVERNMENT: \$0.00 – Due to an increase in the LGA and additional funds not needed in General Fund categories, the balance of \$13,498 will be added to line items below. Per the MN Department of Revenue's definition: Local Government Aid (LGA) is a general purpose aid that can be used for any lawful expenditure.

PUBLIC SAFETY:

Fire Truck Loan: \$17,000 – The amount will remain the same.

Volunteer Fire Department: \$88,925 – This amount is prepared by the FD and has increased by \$5 from 2019.

Civil Defense: Siren, Emergency Management & Generator: \$5,000 – The purchase of the generator exceeded the \$5,000 budget for 2019. Normally the \$5,000 budgeted covers the year's expenses. The amount will be kept the same.

Police Protection: \$23,500 – To date \$22,165.00 has been paid. No further payments will be made in 2019. Discussion took place regarding the rate increase from \$50 in 2018 to \$55 in 2019. Discussion took place regarding the current balance of \$60,000+ in the Police Fund. Council agreed to watch rates and the extra balance in the fund. The possibility of an increase could happen in the future. The amount will remain the same.

PUBLIC SAFETY: \$134,425.00

Less: Township Fire Contracts \$88,925.00

LEVY FOR PUBLIC SAFETY: \$45,500.00

ROAD & BRIDGE:

Street Lighting & Service: \$6,342.69 – The amount will remain the same.

Road Maintenance/Ice & Snow Removal/Sand & Salt: \$46,118.96 (increased by \$13,573.96: \$13,498 from LGA ~ line item above & \$75.96 as the GO Bond levy is lower than in 2019) – To date, \$46,541.47 has been spent due to the extreme snow season.

Road Construction/Engineering: \$110,349 – The amount will be kept the same.

Vehicle Maintenance: \$3,437 – The new truck needs little service and isn't used much as the City is contracting for snow removal. The amount will remain the same.

LEVY FOR ROAD & BRIDGE: \$166,247.65

Less: LGA Surplus \$13,498.00

LEVY FOR PUBLIC SAFETY: \$152,749.65

LEVY FOR 2016 GO (General Obligation) FUND:

2016 General Obligation Bond 2nd St NE: \$10,307.35 (decreased by \$75.96) – Per County Taxation Specialist, Vikki Dullinger, the amount to be levied needs to follow the Tax Levy/Assessments Schedule provided the City when the bond was secured. A schedule is set through 2026.

PARK FUND:

Park & Recreation: \$17,000 – The ending balance of the Park Fund was reviewed on the latest Schedule 1 that Treasurer Dolores Supan provided the Council. It was confirmed that in 2018, Polar Land Company LLC made its Park Fund contribution of \$24,600. The amount will be kept the same.

LEVY FOR PARK FUND: \$17,000.00

TOTAL PROPOSED LEVY FOR 2020: \$225,557.00

GENERAL REVENUE EXPENSES	\$189,261.00
RECEIPTS	\$189,261.00
LEVY FOR GENERAL GOVERNMENT (GR-R)	\$0.00
PUBLIC SAFETY	\$134,425.00
Less: Township Fire Contracts	-\$88,925.00
LEVY FOR PUBLIC SAFETY	\$45,500.00
LEVY FOR ROAD & BRIDGE	\$152,749.65
LEVY FOR 2016 GO BOND	\$10,307.35
LEVY FOR PARK	\$17,000.00

2020 PROPOSED LEVY: \$225,557.00


Danita Traut made a motion to approve the proposed 2020 budget for \$225,557.00. Gene Skaj seconded the motion. Motion carried.

Steve Trobec made a motion to set the 2020 Truth in Taxation Meeting date for Wednesday, December 4, 2019 at 7:00 PM. Gene Skaj seconded the motion. Motion carried.

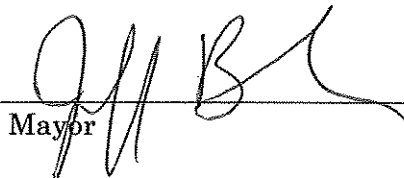
There being no further business, Gene Skaj made motion to adjourn. Danita Traut seconded the motion. Motion carried.

Meeting adjourned at 7:39 PM

Respectfully submitted,



City Clerk



Mayor