

St. Stephen City Council Budget Planning Agenda August 17, 2022

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

CITY OFFICIALS

Lisa Marvin
Mayor

Gene Skaj
Council Member

Danita Traut
Council Member

Steve Trobec
Council Member

Tom Vouk
Council Member

Kurt Niemeyer
Treasurer

Julie Jacobs
City Clerk

Website:
cityofststephen.com

Call to Order: 6 PM

Pledge of Allegiance

Approval of Agenda

Agenda Items:

2023 Proposed Budget Work Session

Meeting Adjourned

MINUTES

ST. STEPHEN CITY COUNCIL: BUDGET PLANNING MEETING

AUGUST 17, 2022

CALL TO ORDER: 6 P.M.

PLEDGE OF ALLEGIANCE: Led by Mayor Lisa Marvin

MEMBERS PRESENT: Lisa Marvin – Mayor, Gene Skaj, Danita Traut, Steve Trobec, and Thomas Vouk

ALSO PRESENT: Kurt Niemeyer, Treasurer, Julie Jacobs, City Clerk

ABSENT: None

APPROVAL OF AGENDA: A motion was made by Steve Trobec, seconded by Gene Skaj, to approve the agenda. All in favor, motion carried.

Julie Jacobs presented a resignation letter to council members. Lisa Marvin explained how Julie's hours have never been 30 hours per month. Lisa would like the budget and hours increased with this position. Much discussion held.

2023 PROPOSED GENERAL REVENUE EXPENSES

Elected Officials: \$15,000 – The same as 2022.

Clerk & Treasurer: \$27,000 – increased due to hiring and training a new clerk and increasing this position's hours.

Elections: \$2,500 – Increased by \$200.

Assessor Fees: \$5,200 – The same as 2022.

Legal: \$29,000 – Increased due to last year's budget went over by \$10,000.

Publications: \$5,257 – The same as 2022.

Insurance: \$21,470 – Two past years have been significantly under budget.

Dues: \$1,400 – The same as 2022.

Utilities & Telephone/Internet: \$19,000 – increased due to 2021 budget being over.

Building Maintenance: \$35,000 – decreased due to past years being significantly over budget.

Office Supplies/Services: \$6,500 – The same as 2022.

Conf. & Seminars: \$1,000 – The same as 2022.

Stipends (Park/Planning/Bldg. Permit Inspec./Road Overseer): \$6,125 – The same as 2022.

SS Fire Relief Contribution (Oct.): \$5,000 – The same as 2022.

SS Fire Annual Audit (max.): \$6,000 – The same as 2022.

GENERAL REVENUE EXPENSES: \$185,452.00

RECEIPTS:

Local Gov't Aid: \$198,980 – certified for 2023.

Checking Interest: \$600 – the same as 2021.

License: \$6,000 – The same as 2022.

Site Permits: \$1,500 – Increased due to past years being under budgeted.

TOTAL RECEIPTS: \$207,080.00

PUBLIC SAFETY:

Fire Truck Fund: \$17,000 – The same as 2022.

Vol. Fire Dept.: \$89,950 – Increased by \$500. Discussion held.

Civil Defense: Siren, Emergency Mgmt & Generator: \$6,500 – increased due to last year's budget over.

Police Protection: \$24,000 – Increased by \$500.

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AUGUST 17, 2022**

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TOTAL PUBLIC SAFETY: \$137,450.00

Less: Township Fire Contracts: \$89,950.00

TOTAL LEVY FOR PUBLIC SAFETY: \$47,500.00

ROAD & BRIDGE:

Street Lightning: \$6,342.69 – The same as 2022.

Road Maintenance/Ice & Snow Removal/Sand & Salt: \$52,000 – Increased by \$4,000.

Road Construction/Engineering: \$76,926.26 – same as 2022.

Vehicle Maintenance: \$3,437 – The same as 2022.

LEVY FOR ROAD & BRIDGE: \$138,705.95

Less: LGA Surplus \$21,628.00

TOTAL LEVY FOR ROAD & BRIDGE: \$117,077.95

PARK FUND:

Park & Recreation: \$15,000 – same as 2022.

TOTAL LEVY FOR PARK FUND: \$15,000

TOTAL PROPOSED LEVY FOR 2023: \$269,310.42

GENERAL REVENUE EXPENSES	\$185,452.00
RECEIPTS	\$207,080.00
LEVY FOR GENERAL GOVERNMENT (GR-R)	\$0.00
PUBLIC SAFETY	\$137,450.00
Less: Township Fire Contracts	-\$89,950.00
LEVY FOR PUBLIC SAFETY	\$47,500.00
LEVY FOR ROAD & BRIDGE	\$117,077.95
LEVY FOR 2016A GO IMPROVEMENT BONDS	\$11,082.22
LEVY FOR 2020A GO IMPROVEMENT BONDS	78,650.25
LEVY FOR PARK	\$15,000.00


2023 PROPOSED LEVY: \$269,310.42

A motion was made by Gene Skaj, seconded by Danita Traut, to approve the proposed 2023 budget for \$269,310.42. All in favor, motion carried.

A motion was made by Gene Skaj, seconded by Danita Traut, to set the 2023 Truth in Taxation Meeting date for Wednesday, December 7, 2022 at 7:00 PM. All in favor, motion carried.

ADJOURNMENT: A motion was made by Gene Skaj, seconded by Danita Traut, to adjourn the meeting. Meeting adjourned at 8:10 p.m.

Respectfully submitted,


Julie Jacobs, City Clerk


Lisa Marvin, City Mayor