

BUDGET WORKSHOP
CITY OF CROSSLAKE
WEDNESDAY, SEPTEMBER 18, 2024
8:00 A.M. – CITY HALL

The Council for the City of Crosslake held a Budget Workshop on September 18, 2024. The following Council Members were present: Mayor Dave Nevin, Sandy Farder, Marcia Seibert-Volz, Aaron Herzog, and Jackson Purfeerst. Also present were City Administrator Lori Conway, Fire Chief Chip Lohmiller, Park Director TJ Graumann, Police Chief Jake Maier, Planning & Zoning Administrator Paul Satterlund and Public Works Director Patrick Wehner. There were two people in the audience.

Mayor Nevin called the meeting to order at 8:06:00 A.M.

City Administrator Lori Conway presented a budget packet and went through the Revenues and Expenditures for each department along with the Debt Service accounts. Discussion was held regarding values. City Administrator Conway noted council recommendations. City Administrator Conway asked if the special meeting salary for mayor and council members in accordance to Ordinance 378 should be changed due to the amount of time that could be spent in long meetings. Council directed Conway to research this. Council member Herzog asked if the council members could budget for business cards.

Council set the Truth in Taxation meeting to December 9, 2024 at 6 p.m.

Planning & Zoning Administrator Paul Satterlund discussed applying for Soucewell grant for an Intern position that would reimburse up to \$15/hr. This position would benefit the department in the summer which is the busiest time. Also discussed were the fees for septic inspections and Paul will look into the education to handle this in house.

Police Chief Jake Maier discussed his budget and capital outlay requests. Maier will gather costs for the LETG fees for City Administrator. Maier stated that he has received a \$20,000 grant to apply to this fee for 2025. Discussion was held regarding the need for a seventh officer. Maier discussed the number of calls they respond to and the overtime and part time wages. Maier will present a cost analysis at the next meeting. Maier and Conway discussed the police car fund balance.

Parks/Recreation Director TJ Graumann gave an update on the Park's 2024 Budget. Graumann presented his capital outlay budget requests and use of fund balances. Graumann reminded council that the 5 year park improvement plan was approved and the west parking lot/trail for 2025 was a part of that plan. Discussion was held on the trails and maintenance of them. Graumann and Wehner will discuss the 50/50 position and let Conway know if this position is needed or if one department will take the position on entirely.

City Administrator discussed the Fire Department budget. Chip Lohmiller discussed his capital outlay requests to include the PPE, Hose/Equipment, EMS and Sirens (3 of which are inoperable). Council member Marcia Seibert-Volz asked if the siren heads were not spinning or no sound/siren

at all and if there is no sound that it is our responsibility to get it working immediately. Discussion was held. Fire Chief Lohmiller is gathering quotes for repairs, replacement of poles due to woodpecker holes and preventative maintenance of the system. Fire Chief Lohmiller also requested that the City establish preventative maintenance on the HVAC systems of the buildings and to place money into a fund balance for costs of items such as window caulking, routine maintenance and etc. Discussion was held.

Public Works Director Pat Wehner presented his requests for capital purchases for 2025. Mr. Wehner discussed the need for a John Deere lawn mower should he fill the 50/50 position within his department, a front plow assembly for the Silverado, tracking system for the pickups, crack sealing at City Hall, Fire Department and Joint Facilities building, also noted that chip sealing/stripping will be needed at the Corp of Engineering lot by Andy's Bar. Discussion was held.

Conway provided information from the 2024 year to date Financial Statement.

The Council had a lengthy discussion regarding whether to keep the levy amount the same as last year or whether to keep the tax rate the same as last year. Marcia Seibert-Volz was in favor of keeping the levy amount the same. Conway showed the costs of a slight increase to the properties based on market value.

Conway will make all recommended changes as noted below:

**City of Crosslake
2025 Budget Assumptions
Date: September 18, 2024**

Budget Meeting Schedule:

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|---|--|------|
| 1 | Expenditures - General Gov't - 101-41940-442 fix typo to \$15,000 | Done |
| 2 | Expenditures - Fire Admin - 101-42280-383 return to \$7000; 106 was Cory Ledin monthly stipend will fix 1st of year; also found that Neil L the ex Asst Fire Chief's wages are being coded to 101 and should be under 107 will fix 1st of year | Done |
| 3 | Expenditures - Ambulance Services - 101-42500-306 remove \$1800 this ended 11/2023 | Done |
| 4 | Expenditures - Public works - 101-43000-381 - return to \$12,000; Public works snow and trails - possibly change - Char | Done |
| 5 | Expenditures - Library - 101-45500-202 - fix type to \$500 | Done |
| 6 | WATCH numbers in Sewer Operating to Levy | Done |
| 7 | Expenditures - City Council - 101-41110-340 - add funds of \$500 for business cards for council members | Done |
| 8 | Expenditures - After discussions with Pat and TJ - Pat will take the 50/50 position and have it full time, maintain trails with mowing etc. Add placeholder for this position to PW and removed costs of 50/50 split on the Parks budget | Done |
| 9 | Expenditures - Planning & Zoning -101-41910-105 Add in for Intern and apply for Sourcewell Grant - \$10,000 | Done |

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| 1 | Expenditures - Planning & Zoning - 101-41910-470 remove the portion of sewer inspection fees from consultant to Septic Inspections 101-41910-387 | Done |
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| 1 | Expenditures - Police Department - possible place holder for full time officer adjust all spreadsheets | Done |
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| 2 | Expenditures - Parks and Public Works - get costs for t-shirts, high vis, long sleeve and winter jackets and add to uniforms cost for both departments | Done |
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| 3 | Expenditures - Increase Parks, Public Works, City Hall and Fire Building Repair for Preventative Maintenance HVAC also get 2 years building maintenance costs to share | Done |
| 1 | | |
| 4 | | |

1 Truth In Taxation Meeting and Final Levy Certification - December 9, 2024 at 6:00 PM.

Revenue Assumptions:

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| 1 | Change in budget and on Banyon - description for 101-34202 to Fire Contract Services | Done |
| 2 | Research 601-37200 bring back 12 months of User Fees and compare to revenue line | Done |
| | Combine all Concessions into one revenue account and eliminate the different ones | |
| 3 | rename 101-34741 to Concessions for January 1st. | Done |
| 4 | 101-36256 & 36257 need to change to add in Daggett Pine Road | Done |
| 5 | Watch 33423 amount and adjust if needed based on #2 above | Done |
| 6 | Adjust general tax revenue at the very end to determine amount needed 101-31000 | Done |

Levy

Levy challenges.

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| 1 | Fix any adjustment assumptions that might happen due to the above | Done |
| 2 | | |

Expenditure(s) Assumptions:

- Operating Expenditures vs. Non-Operating Expenditures

- Salaries/Benefits:

- | | |
|---|-------------------------|
| 1 | Fix when MNPEA Settles |
| 2 | Fix when AFSCME settles |

- Capital Expenditures

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|---|---|------|
| | General Government - change description to read General Gov't Preventative | |
| 1 | Maintenance change to \$30,000 | Done |
| 2 | Police Squad Vehicles - decide after viewing the costs for adding an officer/vehicle and removing part time wages and look at all costs | Done |

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| 3 | Police Dept - Remove RMS in front of Flock Cameras | Done |
| 4 | Fire Department - did not get sourcewell grant add in \$12,000 for radios; change gloves to \$1000 | Done |
| 5 | EMS - change medical supplies to \$7000; leave \$122,000 for Sirens and establish a 5 year plan to replace poles | Done |
| 6 | Public Works - Mike had the \$125,000 in as a possible Pat and Lori will remove this item - to build up Roads FB | Done |
| 7 | Public Works - Mower may not need the \$47,700 Pat and TJ see notes in expenditures - leave in | Done |
| 8 | Chip Sealing - remove the \$74,338; however, need to plan for seal coat and striping the Corp of Engineering area by Andy's Bar \$20,000 | Done |
| 9 | Overlay - add in the 2024 costs to bond in the amount \$554,000 | Done |
| 10 | Where are the costs to remove snow on trails? Budget item? TJ keeps a sheet with cost updates | Done |
| 1 | Sewer - Remove Sewer Biosol - Feasibility Study \$30,800 and move to Sewer Budget 601-43200-3030 Engineer Expense for this amount | Done |
| 2 | Sewer - Remove the \$25,000 if the \$50,000 is still available for the finishing the back area check history | Done |

A second budget workshop will be held at 1 p.m. on September 25, 2024.

There being no further business at 12:16 P.M., MOTION 09SP1-01-24 WAS MADE BY JACKSON PURFEERST AND SECONDED BY MARCIA SEIBERT-VOLZ TO ADJOURN THE MEETING. MOTION CARRIED WITH ALL AYES.

Respectfully Submitted,



Lori Conway
City Administrator