

# CITY OF TONKA BAY ITEM NO. 4A

## MINUTES TONKA BAY CITY COUNCIL BUDGET WORKSESSION August 9, 2011

### 1. CALL TO ORDER

The budget worksession meeting of the Tonka Bay City Council was called to order at 6:00 p.m.

### 2. ROLL CALL

Members present: Mayor LaBelle, Councilmembers Marceau, De La Vega, Anderson and Holscher. Also present were City Administrator Kohlmann, and Public Works Superintendent Kluver.

3. 2012 BUDGET – Kohlmann reviewed Budget Option #1 which proposes a 4.06% increase. He noted there was a huge break in health insurance premiums and the police budget is not going to go up as much as it has in the past. The capital improvements which had funds transferred in through reserves last year are not available this year. He noted in 2012, \$24,000 is planned for office equipment, and staff is proposing other uses for \$17,000 of the amount. De La Vega asked what the \$6,000 in future expenses would involve. Kohlmann stated \$41,000 is planned for deposit into capital improvements, of which \$11,000 is from the water and sewer fund, and \$30,000 would be from a levy. \$6,000 would carry over for future purchases. LaBelle asked how the \$10,000 for city hall repairs was determined. Kohlmann stated it was calculated from quotes. Staff discussed the needed repairs noting the chimney was not included in the calculation. Kluver stated he is researching the cost of the chimney repair. Kohlmann stated a walk behind mower is also in need of replacement and has previously not been identified. Kohlmann noted in 2009 the plan was to increase the CIP deposits by \$3,000 every year. LaBelle suggested going through the budget line-by-line in an effort to have a zero budget increase.

### EXPENSES:

Council: LaBelle suggested lowering the publishing to \$1,000 from \$1,750. He noted publishing costs get charged back to the applicants. Kohlmann noted ordinance amendments are included in this line item. Council and staff discussed the revenue side. The Council felt comfortable with \$1,000, and Kohlmann agreed it could be brought down.

Elections: No changes suggested

Finance & Administration: LaBelle suggested postage be lowered. Kohlmann stated he would find out if it could be lowered. LaBelle suggested encouraging everyone to sign up for e-mail. It was noted the water meter cards would no longer be needed in 2012. De

La Vega suggested utility bills be sent with the newsletters. He suggested shaving \$500 off postage. Kohlmann stated he would review. De La Vega suggested lowering the printing line item. Holscher asked that computer services also be lowered. LaBelle agreed a significant adjustment be made. De La Vega suggested a \$1,000 reduction to \$4770. Council reviewed memberships, conferences & meetings and suggested a reduction. De La Vega questioned membership in the ICMA. Kohlmann stated there is a lot of information available through this membership which he has not used to date. He didn't believe it was all that beneficial, but he would keep up the membership on his own if it is removed from the budget. LaBelle suggested it be reduced to \$2000 from \$2400.

Legal: LaBelle suggested it be left alone for now. Kohlmann noted prosecutions were running high this year because of a dui vehicle.

Engineering: Council reviewed the line item. LaBelle noted it gets charged back for the majority of the expense. It was agreed it remain as proposed.

Planning/Zoning: Kohlmann noted the consulting planner is a pass-through item as well. He discussed the salary allocation for this category. Items will remain as proposed.

Buildings: Council asked about the repairs, supplies, maintenance line item. Kohlmann noted we will go over this year, because the landscaping will go here. Following discussion, it was agreed to lower the category \$2,000.

Public Safety: Council reviewed the plan review expense. Kohlmann noted it is a pass-through account. Kohlmann noted the building inspector gets 40% of the plan review expenses. He noted at year-end, we were over \$38,000. He noted we are still paying Metro West for plan reviews from several years ago. Council discussed paying for permits within a sixty day period. Kohlmann stated last time he checked we were up to early 2010. He assumed final inspections were not done. He noted permits have a six month time frame to complete a permit. Holscher asked if applicants apply for extensions if the work is not completely within the six month time frame. Kohlmann stated that is done but not in every case. Plan review will remain at \$8,000.

Public Works: Repairs, supplies, and maintenance were discussed. LaBelle stated he would be comfortable dropping it done \$1,000. Kluver noted there is about \$2,000 of seal coat rock remaining. He noted there will be storage fees and fuel costs to take it where it needs to go. It cannot go back to the blacktopping company. He noted Excelsior has cut their program in half and has no need for it. He would feel comfortable if \$1,000 of the seal coating is reduced by \$1,000. Council and staff discussed seal coat storage, and it was determined the line item would be reduced by \$1,000.

Parks and Recreation: Lifeguard services were reviewed, and it was determined it remains at \$9,060 for 2012.

Trees: Remains the same

Fire Lanes: Remains the same

General Fund Miscellaneous: The \$1500 is the firework money.

**REVENUES:**

Revenue categories were reviewed, and no changes were recommended in most cases. Councilmembers and staff discussed interest earned. Kohlmann noted we will be a little short on interest earned this year. Transfers in from the Antenna and Liquor Funds were discussed. Council and staff discussed pursuing additional antenna leases. LaBelle asked what amount should be transferred in from the Liquor Fund for 2012. Kohlmann stated it will equal all the interest but leaving the minimum balance in the Fund.

**4. ADJOURNMENT**

**There being no further business, it was moved by Marceau to adjourn the meeting at 7:00 p.m. Anderson seconded the motion. Ayes 5. Motion carried.**

Attest:

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Clerk