

Glyndon City Council 12/13/2023
 Budget Meeting – 5:00 p.m.
 Glyndon City Hall - Council Chambers

1. **Call to Order:** Mayor Tracy Tollefson

2. **Roll Call:** Council Members Present: Bryant DeVries, Justin Schreiber, Patrick McCoy, and Steven Ring; Police Chief Justin Vogel; Public Works Superintendent Travis Braton; City Clerk/Treasurer Wendy Affield.

Attendees: None
Virtual Attendees: None
Absent: None

3. **Budget Discussion** – Affield started with the sheets that show the expense changes to the budget.

EXPENSES	ACCOUNT DESCRIPTION	INCREASE OR DECREASE
101-41000-101	Full-Time Hourly	Decreased - \$251
101-41000-134	Employer Paid Life Ins.	Increased - \$60
101-41000-200	Office Supplies	Increased - \$100
101-41000-210	Operating Supplies	Increased - \$100
101-41000-351	Legal Notice Publication	Decreased - \$100
101-41000-304	Legal Fees	Decreased - \$2,000
101-41000-381	Xcel-Electric/Gas Bill	Increased - \$1,000
101-41000-383	Red River Coop	Decreased - \$1,000
101-41000-413	Office Equipment Rental	Decreased - \$1,475
101-42000-130	Employer Paid Health Ins.	Increased - \$2,314.80
101-42000-135	Employer Paid Health Sav.	Increased - \$800
101-42000-136	Employer Paid Dental Ins.	Increased - \$56.20
101-43000-210	Operating Supplies	Increased - \$200
101-47000-218	Mosquito Spraying	Decreased - \$1,974
201-44000-101	Full-Time Hourly	Decreased - \$3,469
201-44000-130	Employer Paid Health Ins.	Increased - \$1,157
201-44000-135	Employer Paid Health Sav.	Increased - \$500
201-44000-200	Office Supplies	Increased - \$100
201-44000-211	Vehicle Repair/Maintenance	Increased - \$200
201-44000-381	Xcel-Electric/Gas Bill	Decreased - \$1,000
301-44000-101	Full-Time Hourly	Decreased - \$3,469
301-44000-130	Employer Paid Health Ins.	Increased - \$1,157
301-44000-135	Employer Paid Health Sav.	Increased - \$500
301-44000-200	Office Supplies	Increased - \$100
301-44000-211	Vehicle Repair/Maintenance	Increased - \$200
301-44000-381	Xcel-Electric/Gas Bill	Decreased - \$1,500
301-44000-383	Red River Coop	Decreased - \$500
401-41000-103	Part-Time Employees	Decreased - \$957
401-41000-122	FICA	Decreased - \$97
401-41000-210	Operating Supplies	Increased - \$100

401-41000-384	Refuse/Garbage Disposal	Decreased - \$13,000
401-41000-387	Curbside Recycling	Increased - \$44,520
501-45000-110	Other Pay (General)	Increased - \$450
501-45000-122	FICA	Increased - \$100
501-45000-124	Fire Pension Contributions	Increased - \$3,225.28
501-46000-212	Motor Fuels	Increased - \$200

Schreiber asked if next year is the time, we are looking to get the third maintenance worker. Affield stated, we were supposed to have them start last month but there was some issues, so we have to reinterview for the position. Affield mentioned we will be interviewing a gentleman tomorrow for the position and were looking at an hourly wage between twenty-two dollars to twenty-six (\$22.00-\$26.00) but we are finding out that not many people have their water or sewer license so they will be starting the wage in the middle of the pay scope. Affield discussed the new code she added and the refuse/garbage disposal numbers due to adding curb-side recycling in 2024. Schreiber asked if we have heard when the totes will be delivered. Braton believes they should be here sometime in January.

The next section to be discussed is the revenue changes. Affield explained once the levy percentage has been set, she will put a portion in the General Property Taxes account and then a portion in the General Property Tax 2019A Bond account to help build it up so when the 2025 payment is due, we have extra funds in it and should not have to increase the levy over ten percent (10%).

REVENUES	ACCOUNT DESCRIPTION	INCREASE OR DECREASE
101-41000-31000	General Property Taxes	Part of Levy
101-41000-32280	2-Year Tax Abatement Rev	Increased - \$12,000
101-42000-33400	State Grants & Aids	Increased - \$5,000
101-43000-34001	Community Center Enforce	Increased - \$160
101-47000-32150	Mosquito Fee	Decreased - \$1,974
101-47000-35204	Forestry Fee	Increased - \$524
201-44000-37100	Water Sales	Increased - \$30,000
201-44000-99999	Undistributed Receipts	Increased \$1,000
301-44000-37200	Sewer Sales	Increased - \$3,840
401-41000-37310	Residential Chg. for Garbage	Decreased - \$10,500
401-41000-37315	Curbside Recycling	Increased - \$44,520
501-45000-34000	Charges for Service	Increased - \$2,000
501-45000-34202	Mutual Aid Service	Increased - \$2,000
601-55500-31050	Tax Increments – Bayer TIF	Increased - \$1,000
601-67000-31000	General Property Tax-2019A	Part of Levy
602-64000-50900	Capital Projects	Increased - \$2,000

Affield informed Council she added account 101-41000-32280 – 2-Year Tax Abatement Revenue so when Lori Johnson from the County sends the property tax funds to the City this will be separated for easier coding. This year the City will be paying out over eleven thousand dollars (+\$11,000) for the 2-year tax abatement program. The County will reimburse the homeowner and then charge the City and the funds are supposed to come out of the levy funds. Affield stated the Auditors would like the City to build up their water fund balance more. Affield explained a little bit about the Bayer TIF payment, stating right now we have to pay them the amount we receive from the County minus a ten percent (10%) administration fee. We should be finished in 2025 with the Bayer TIF District and then certain funds will come to the City. Affield will go through this again before the meeting on the 27th which is when they will need to approve the budget for 2024. Mayor Tollefson asked Affield to refresh her memory on Fire/Rescue accounts 501-45000-635 and 501-45000-638. Affield explained how Moland Township

donated funds and we do not know from year to year if this will happen. When it comes to the Mutual Aid Reimbursement we also do not know if the Fire Department will help other towns out with fire calls, that is why those numbers are zero in the 2024 budget sheets. Affield had them look at the revenue funds for the money that was donated.

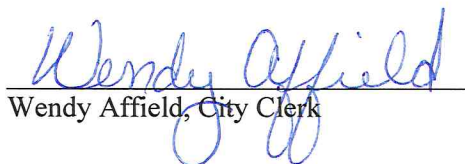
Schreiber asked if the City can lower the water tower charge on the utility bill since the new bond payment is lower. Affield will ask Jason Murray if it would be fine to do that now. Council discussed if the decrease is allowed those funds should be added to "Capital Projects". This will be a wash on the utility bill, the numbers will just be moved around so the money goes into different funds. Braton would like to be cognitive of the age of the water tower as the inside will need to be painted in a few years.

Affield informed Council when you look at the final surplus for the budget, she just wants to make sure everyone understands that in the revenue section there is around thirty-five thousand dollars (\$35,000) under abatement reimbursement, and we may not receive those funds in 2024 since we did not receive them this year. Braton visited with the County and the property owners would have the three (3) years before the land would go into tax forfeiture. Braton discussed if the north side of town got rid of their ditches the City would need to find a location for a pond which may replace the basketball court in the City Park. Mayor Tollefson asked if anyone has reached out to the property owners to see if the land can be purchased. Schreiber discussed how the land has not gone through probate, so no one knows who actually owns the property and stated Cecil Johnson had reached out years ago and they were not interested in selling it.

4. **Budget Changes / Utility Bill Adjustments** – Discussed above.
5. **Open Forum** -
6. **Adjournment** – A motion was made by Justin Schreiber, seconded by Steven Ring to adjourn the meeting at 5:27 pm. All in Favor.
Motion Carried.



Tracy Tollefson, Mayor



Wendy Affield, City Clerk

December 13, 2023, Budget Meeting Minutes