

MEDINA CITY COUNCIL SPECIAL MEETING MINUTES OF JULY 28, 2004

The City Council of Medina, Minnesota met in special session on July 28, 2004 at 6:34 p.m. at Medina City Hall. Mayor Phil Zietlow presided.

Members present: Workman, Lane (arrived at 6:42 p.m.), Zietlow, Smith (arrived at 6:36 p.m.), Brinkman

Members absent: None

Also present: City Administrator Chad Adams, Public Works Director Jim Dillman, Police Chief Ed Belland, and City Planner Josh Doty

2005 Budget Work Session

Adams provided a presentation of items including a general overview of municipal budgeting, timeline of budgeting, truth in taxation requirements, how taxes are determined, historical tax levies, tax rates and tax capacities, tax rate comparisons with other cities, 2003 audit and 2004 budget review, legislative changes affecting 2005 budget, budgeting strategies for 2005, and wage and benefit overview.

Discussion was held on the current identified levy increase and tax rate for 2005.

Adams stated that current levy increase is in response to more capital purchases from general fund budget, as well as restoring some cuts that were made in response to 2004 levy limits. General inflationary increases, fire capital equipment payments, road improvements, as well as more part-time or intern administrative staff support, etc. are also reflected in the levy increase as needs identified by staff.

Discussion followed on the City's needs and level of services desired.

Adams reviewed the first draft of the line item budget, cautioning that more detailed analysis of each line item would be conducted in following weeks. Adams explained that more capital projects are included in the general fund budget versus capital funds, largely in response to depleting fund balances and projections for needed future acquisitions.

Discussion took place on purpose of providing contributions to organizations that provided primarily public services to Medina. More reports and financial statements are encouraged in the future from the organizations receiving funds.

Discussion was held on how the City Assessor proposes increases in fees. Are the fee increases based on market value, new homes, or other variables? Adams will provide more detail at an upcoming meeting.

Discussion of an extra Police Officer to replace Officer being dedicated to West Metro Task Force was deferred until August 3rd regular Council meeting, as an agreement would be on the agenda that evening.

Staff was encouraged to research an upgrade in Civil Defense Sirens.

Adams provided a review of the 2005 Capital Improvement Plan (CIP) and how it affects fund balances. Adams stated that several unknown “special projects” including unapproved development projects are not currently identified in the CIP.

Clarification was provided on the error showing Police Rifles in 2005 capital budget. Tasers should be in 2005 budget and Rifles in 2006 budget, both at \$8000.

Adams requested another Budget Work Session be considered in about three weeks to answer more questions and to present a more accurate line-item budget proposal.

Adjournment

Workman moved, Brinkman seconded to adjourn. Unanimous approval. The Special Council meeting was adjourned at 8:31 p.m.

Phil Zietlow, Mayor

Attest:

Chad M. Adams, City Administrator