

**CITY OF HAM LAKE
CITY COUNCIL WORKSHOP MINUTES
MONDAY, JULY 17, 2017**

The Ham Lake City Council met for a budget workshop on Monday, July 17, 2017 at 6:30 p.m. in the Conference Room at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Mayor Mike Van Kirk, Councilmembers Tom Johnson, Gary Kirkeide, Jim Doyle, and Al Parranto

MEMBERS ABSENT: None

OTHERS PRESENT: Fire Chief, Don Krueger; Public Works Superintendent, Tom Reiner; Deputy Clerk, Denise Webster; and Finance Director, Sharon Kutzke

1.0 CALL TO ORDER – 6:30 P.M.

Mayor Van Kirk called the meeting to order at 6:30 p.m.

2.0 DISCUSSION OF PROPOSED 2018 BUDGET

Fire Chief Krueger provided an overview of the proposed general fund budget, stating that City staff reviewed the proposed budget line by line against historical data in an attempt to reflect anticipated revenues and expenses as accurately as possible. Fire Chief Krueger stated that the proposed budget includes an additional Administrative Assistant for the building inspection department, to be hired in 2017, and a 3 percent increase in salaries and wages.

Finance Director Kutzke stated the proposed general levy is up 3 percent or \$131,217 from 2017, and the preliminary tax capacity rate is 24.857 percent, a decrease of 0.721 percent from 2017.

Finance Director Kutzke stated that the proposed general fund budget has a \$109,736 spend-down of reserves. Finance Director Kutzke stated that expenses are up \$207,466 from last year, with increases of \$50,000 in the pavement management transfer, \$2,000 in the parks equipment fund transfer, \$23,575 in election expense, and \$22,507 in the sheriff's contract.

Discussion took place regarding replacement of election booths and new trucks for the building inspection department. Discussion took place regarding staffing needs in public works.

Mayor VanKirk called for a special budget workshop meeting to be held on August 7, 2017, after the City Council meeting.

Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 7:20 p.m. All in favor, motion carried.

Sharon Kutzke, Finance Director