

**MINUTES  
CITY OF ISANTI CITY COUNCIL  
SPECIAL BUDGET MEETING  
August 19, 2008**

Mayor Wimmer called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Wimmer, Councilmembers Alan Duff, Ralph Johnson, Jeffery Kolb, and Sue Larson

Members Absent: None.

Staff Present: City Administrator Don Lorsung, Assistant City Administrator/City Clerk Irene Bauer, Finance Director Rita Pierce, Community Development Director Carla Vita, and City Engineer Brad DeWolf

Motion by Larson, second by Kolb to approve the Agenda as presented. Motion carried unanimously.

**D. Business Items**

**1. Discuss Expenditures by Fund or Department**

**Mayor & City Council, Elections, Finance & Administration, Animal Control, and Community Center**

Pierce reviewed the above stated budgets as follows:

**Mayor & City Council**

- Eliminate special meeting payment for Community Education
- Eliminate dues for the Chamber of Commerce and League of National Cities
- Carryover of remaining balance in the Training and Travel Line to 2009. To date \$1050 has been spent from a budgeted amount of \$7,000.

**Elections**

- Elections will be budgeted for annually. 50% of the 2008 budgeted amount will be used for the 2009 budgeted amount so there will be the required amount budgeted for election years. Election years are always held in even years.

**Finance and Administration**

- Eliminate Plan-it software license renewal - \$400
- Reduce staff attendance from 2 to 1 for the MCFOA and League Conference
- Eliminate MN GFOA and MN Municipal clerk's training - \$1,050
- Increase Professional Services based on the following:

- City Attorney attendance at weekly staff meetings
- Reduction in the share of Building Inspection expenses from 25% in 2008 to 15% in 2009
- Reduction in private attorney expense by \$3,000
- Add funds for an attorney to update the deferred compensation plan - \$5,000
- Reduction in the share of Building Inspection expenses from 25% in 2008 to 10% for 2009 for Engineering expenses
- Additional for City Newsletter expenses - \$900
- Capital purchases

Pierce reviewed capital purchases that would be expended from the Capital Replacement Fund. The purchases included a printer and computer for the Administration Department and a Server for City Hall. Kolb inquired if the funding for this equipment could be expended from the Technology Fund. Lorsung stated that Council should also be aware that funding of approximately \$10,000 of Technology Funds must be preserved for wiring the Council Chambers for video.

#### Municipal Building

- Maintenance & Repairs – prepaid services for audio, video, and wiring - \$2,375
- City Hall Lawn Service - \$600

#### Animal Control

- Increase in contractual services – partially offset by additional revenues

#### Community Center

- Cleaning Services will be coming up for bid in 2009

#### Planning & Zoning, Building Inspection, and EDA

Pierce reviewed the above stated budgets.

#### Planning & Zoning

- A Planning Intern is not included in the budget
- Reduction of training and travel for Planning Commission training
- Increase in worker compensation insurance to reflect salaries charged to department

#### Building Inspection

- Not included in proposed 2009 Budget, but discussed by Finance Committee - add contractual services in the absence of the Building Official - \$2,000
- Elimination of upgrade for Building Inspection permit software
- Reduction of attorney and engineering expenses – absorbed by Administration Department
- Capital Replacement Fund
  - Transfer from Building Inspection designation to EDA for Community Development Director computer replacement - \$700

- Transfer to Code Enforcement for 2001 Dodge Neon replacement - \$2,000

EDA

- Reduction in the transfer from the EDA budget to the Revolving Loan Fund – amount is dependent on which budget scenario is used
- Increase in Marketing for new community bulletin board - \$9,000
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**Review and Discussion for Setting Preliminary Budget and Levy**

Pierce reviewed the Levy limit information.

Pierce stated the Council must adopt the Preliminary 2009 Budget by September 15<sup>th</sup>. The Preliminary Budget will be presented to them at the September 2, 2008 Council meeting for their consideration. The levy amount approved used for the Preliminary Budget are used on the Truth-in-Taxation hearing notices that are sent to all property owners. Pierce stated that the levy approved when adopting the Preliminary Budget cannot increase, but can be decreased with adopting the Final Budget.

Kolb stated there might be consideration to fund the Building Inspection software from the Technology Fund.

Johnson commented on the additional budgeted funds for have the City Attorney at Staff meetings that are held following a Council meeting. There was brief discussion that it is beneficial to have him present at these meetings based on Council action that took place at the Council meeting.

Wimmer noted that the City will be going out for City Attorney services in year 2009.

**Adjournment**

Motion by Larson, second by Duff to adjourn. Motion carried unanimously.

Meeting adjourned at 5:48 p.m.

Respectfully Submitted,

Irene J. Bauer  
Assistant City Administrator/City Clerk