



**2025 Adopted
2026-2030 Concept
Budget
and
2025 Levy**

City of Big Lake
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City Officials

Name	Term Expiration
Mayor Paul Knier	12/31/2028
Councilmember Ken Geroux	12/31/2028
Councilmember Ken Halverson	12/31/2026
Councilmember Kim Noding	12/31/2026
Councilmember Paul Seefeld	12/31/2028
<i>Outgoing councilmember</i>	
Councilmember Sam Hanson	12/31/2024

City Management

Name	Position
Hanna Klimmek	City Administrator
Gina Wolbeck	City Clerk
Deb Wegeleben	Finance Director
Marie Pflipsen	Community Development Director
John Kaczmarek	Chief of Police
Seth Hansen	Fire Chief – Paid on Call
Layne Otteson	City Engineer
Dan Childs	Water/Wastewater Superintendent
Norm Michels	Street/Parks/Fleet Superintendent
Greg Zurbey	Liquor Store Manager

Professional Services

Position	Name
City Attorney	Campbell Knutson, P.A.
Financial Advisor	Northland Securities, Inc.
Information Technically Services	Sherburne County Sheriff IT Dept

City Organizational Chart – by Services



City of Big Lake Vision, Mission Statement and Objectives

Community Slogan

Live Big!

Vision Statement

Big Lake is a vibrant, active, and safe community that focuses on excellence in service while promoting balanced growth through responsible leadership

Core Strategies and Strategic Objectives

The City of Big Lake is committed to leading and guiding the City towards the following long- term Core Strategies and Strategic Objectives:

1. Fiscally Responsible

- a. Look at every expenditure with a critical eye.
- b. Strategic decisions performed in the most cost-effective manner.
- c. Stick to basic core government responsibilities.
- d. Logical, transparent, prudent decisions not based on emotion.
- e. Short-term decisions that support long-term planning.

2. Safe, Welcoming Community

- a. Support Public Safety personnel wellness.
- b. Provide opportunities for training and professional development.
- c. Retain and attract public safety personnel.
- d. Positive engagement – community outreach.
- e. Prioritize the equipment needed to serve to the best of our ability.

3. Engaged, Community-Centric

- a. Promote engagement opportunities for members of the community.
- b. Promote and encourage volunteerism.
- c. Provide opportunities for philanthropic actions and donations.
- d. Encourage connections with local organizations.
- e. Promote block parties and neighborhood gatherings.

4. Vibrant, Natural, and Variety of Amenities

- a. Maintain and improve the quality of parks, lakes, and trails.
- b. Develop new uses and activities using parks and trails.
- c. Promote and encourage community organizations and activities.
- d. Promote beautification efforts and public art to complement natural resources.
- e. Develop more year-round activities.

5. Balanced Growth, Thriving Economy

- a. Continued support of existing businesses and their needs while seeking new business development.
- b. Well-balanced commercial, industrial, and residential development.
- c. Thoughtful zoning to meet desire for balanced growth.
- d. Be proactive and flexible in community planning.

6. Responsible Leadership

- a. Expect excellence and act with integrity.
- b. Base decisions on policy.
- c. Be prepared, work as a team, disagree well, be flexible, and lead by example.
- d. Empower others and be accountable.
- e. Communicate often and be transparent.
- f. Cast a BIG vision and continue to champion progress.



2025 Staff Mission

THE EXPECTATION IS TO LEAD WITH EXCELLENCE:

(ALL CITY OF BIG LAKE EMPLOYEES ARE LEADERS)

1. FOCUS ON WELL-BEING.

- Take care of yourself.
- Check-in with team members and colleagues.

2. MODEL KINDNESS, RESPECT, GENEROSITY, GRACE, AND UNDERSTANDING.

3. BUILD POSITIVE NORMS.

- Pro-actively recognize the “positive” in challenging situations.
- Be pro-actively helpful to others – We. Are. A. Team!

4. CLARITY IS KINDNESS.

- Communicate – Be direct.
- Involve all who are affected.
- Provide CLEAR expectations/requests/direction/information.

5. HOLD YOURSELF AND YOUR TEAMMATES ACCOUNTABLE.

6. MAKE SPACE FOR CANDID CONVERSATION.

- Take the time to engage in real conversations with each other; the intention is to build relationships and understand one another



City of Big Lake Strategic Plan 2024-2026

Background

In early 2017, staff developed an **action plan** based on the City's Strategic Plan, which initially included **46 action steps** and **113 tasks**. Each year, the staff's action plan is aligned with the goals and objectives set by the **City Council**. The Strategic Plan is continuously reviewed and updated to ensure that decisions align with the **Mission Statement, Strategic Objectives, and Long-Term Goals** established through planning sessions with stakeholders.

2024-2026 Strategic Planning Implementation

In early 2024, the **City of Big Lake** launched its updated **Goals and Strategic Plan for 2024-2026**. Council members and the management team conducted a **planning session in the first quarter of 2024** to review and update the City's **vision, mission statement, and goals**.

Key Areas of Focus

The planning process focused on three primary levels:

1. **Long-Term Vision** – Defining the City's future direction through strategic planning.
2. **Organizational Values & Expectations** – Establishing guiding principles for government functions.
3. **Short-Term Goal Setting** – Evaluating the City's current status and developing actionable goals for the Council and staff.

Strategic Planning Process

During the strategic planning session, participants:

- **Analyzed** strengths, weaknesses, opportunities, and potential challenges.
- **Identified** key areas for improvement and growth.
- **Built consensus** on how local government functions must operate for success.

The updated **strategic objectives and long-term goals** will serve as a framework for **decision-making** and ensure alignment with the City's vision for the future.

Long-Term Vision Development

One of the primary outcomes of the **Strategic Planning process** was the development of a **long-term vision**—a description of the future that participants envision for both the community and the organization. This vision provides **clear direction** for stakeholders, residents, and leadership.

Components of the Vision

1. **Vision Statement** – A concise statement outlining the City's **top priorities and long-term aspirations**.
2. **Core Strategies** – Action-oriented statements that define key **organizational values and leadership direction**.

Strategic Visioning Process

Prior to the **strategic planning session**, participants were asked to **document their perspectives** on the desired characteristics and qualities of **Big Lake in 2040**. These responses were collected anonymously and shared with the group for initial discussion.

Session Activities:

- **Discussion & Consensus Building** – Participants reviewed the pre-session input, identifying **common themes and areas of agreement or disagreement**.
- **Drafting & Refining the Vision Statement** – A draft vision statement and core strategies were presented based on collective input.

- **Review of Core Strategies** – The group examined **long-term focus areas** that will serve as guideposts for policy formation, program development, and daily decision-making.
- **Strategic Objectives Development** – Specific objectives were identified to **support the core strategies**, ensuring leadership actions align with the broader vision.

Finalization & Approval

Following comprehensive review and discussion, the **Vision Statement, Core Strategies, and Strategic Objectives** were finalized and formally approved. These elements will serve as the foundation for the City’s long-term planning, policy-making, and governance.

Community Profile

The City of Big Lake is one of the youngest and fastest growing Cities in the State of Minnesota. Located a short drive northwest of Minneapolis/St. Paul, Big Lake has long been a popular destination for quick escapes from the City for summer recreation. That same proximity now allows residents to commute to the Minneapolis/St. Paul urban area for work while enjoying the natural beauty of a “beyond the suburbs” community, with Interstate 94 and Highway 10 connecting the City of Big Lake to the Minneapolis/St Paul Metro Area as well as the St Cloud Area. It was incorporated in 1898 and covers 7.85 square miles.

The City is a Plan A Statutory City with a City Council/City Administrator form of government. The City Council consists of a Mayor and four Council Members elected at large. The City has 48 Full-time positions, 19 part-time as well as 7 seasonal employees.

Big Lake’s population is approximately 12,524 and is primarily young families with a median age of 31 years. Big Lake values the quality of life that its residents have come to love. Big Lake ensures quality of life by actively enhancing community cohesiveness, cultural events, parks and natural resources, technology advancements, and financial transparency. Big Lake’s population is an ideal workforce – prosperous, family-oriented, and highly educated. It also supports a robust partnership with the Big Lake School District.

Engaged Big Lake citizens find ideal recreational opportunities in 19 well-appointed and maintained City parks, 20 miles of hiking and biking trails, and a beautiful swimming beach. Weekly Farmer’s Market and Music in the Park events highlight the summer season; similar community gatherings are scheduled year-around.



BOND RATING

Standard & Poor's has assigned the City's bonds a rating of AA. This rating is the highest rating the City has received and reflects the City's ongoing maintenance of extremely strong available reserves, steady growth in the City's economic base, market value in particular, and the adoption of the more robust financial policies and practices, as reflected in its now – "very strong" Financial Management Assessment (FMA) and very strong overall management.

TAX BASE

Big Lake's tax base is primarily **residential**, though recent years have seen **new growth in the commercial sector**. Market values have fluctuated over the past **14 years**, reflecting economic conditions, new development, and shifts in property valuations. The total taxable market value in Big Lake has increased 91% over the past 15 years, from \$727 million in 2010 to \$1.386 billion in 2024.

From 2010 to 2014, market value declined by 28%. In 2015, market values rebounded, increasing by 10.45%. Over the next five years from 2016 to 2020, market values grew by 38.30%. In 2021, market values increased by 7.73%, followed by a 9.44% rise in 2022. In 2023, market values across Sherburne County increased by 30%, while Big Lake saw a 29.45% increase, with 3.13% attributed to new construction. For 2024, market values grew by 9.15%, with 1.89% from new construction. The 2025 budget projects a 1% decrease in market values, reflecting a 1-2% decline in residential homestead properties, a 4% increase in commercial properties, and a 10% increase in apartment valuations.

For taxes payable in 2025, the maximum homestead exclusion was increased to \$38,000 for properties valued at \$95,000, with no exclusion for properties valued over \$517,200. Previously, the exclusion amount was \$30,400 for properties valued at \$76,000, with no exclusion for properties valued over \$413,800. This exclusion reduces the taxable market value of qualifying homestead properties, ultimately lowering net property taxes.

The 2025 market value assessment is based on new construction, property improvements, and sales data from October 2022 to September 30, 2023. Additionally, market values must align within 90%-105% of actual sales prices during this period.

Looking ahead, city staff anticipates market values will remain flat in 2026. For long-term planning, a modest 1% increase is projected.

ECONOMIC DEVELOPMENT

Past utility infrastructure investments have prepared Big Lake for capacity expansion for years to come and have created unique opportunities to reduce risk for developers. Multiple sites have been certified under the Shovel Ready program that offer public utilities, three phased electricity, along with a high-speed fiber broadband connection.

Established and prospective businesses will have a positive development and/or expansion experience including: a welcoming and friendly relationship with City staff, local and regional financial incentives, a workforce with Midwest talent and ethics, variety of housing types, strong school district, access to a full-service community hospital and opportunity to participate in many exciting community events that Big Lake has found to be successful.

PUBLIC SAFETY

The City's public safety services include a police department budgeting for employing 16 police officers, 2 support staff, 1 police canine, a volunteer fire department with 36 firefighters, and a building department which ensures building code is met. Big Lake has been named the safest City under a population of 20,000 as of 2019, and in 2020 and 2021 was named the 2nd safest City, which reflects the strong core values of the departments. The City continues to be names in the top 10 safest cities under a population of 20,000 in the State of Minnesota. The City will continue to strive to be one of the safest cities in Minnesota.

PARKS

There are nearly 215 acres of parkland, 20 miles of trail and sidewalk and 3.5 acres of green way in Big Lake. The Big Lake park system includes parks with playgrounds, ball fields and picnic areas. Visitors and residents alike can enjoy beach access at Lakeside Park along with a boat landing and fishing pier.

WATER AND SEWER

The City's Water & Sewer public utility provides water to over 4,200 residential and business customers. The City operates 7 wells, a water treatment plant as well as a wastewater treatment facility. The original wastewater treatment facility was constructed in 1981 and was updated in 1996, 1999 and an expansion was done in 2009. In 2019 the City was granted a million-dollar grant from the state, which was used to further expand the wastewater facility. The City is in the process of an expansion to the wastewater facility in order to meet the demands of new construction and developments.

LAKE LIQUOR STORE

Lake Liquors is a municipal liquor store operated by the City of Big Lake. The goal of Lake Liquors is to control the sale of alcoholic beverages while generating revenue for the community. Lake Liquor pours its profits back into the community by providing for property tax relief. If it was not for the generosity of the citizens shopping at Lake Liquor, the City would not be able to transfer funds from the Liquor Store to the General Fund and the City would either have to increase the levy or cut services.

SCHOOLS

The Big Lake School District is the heart of the Big Lake community. Diverse educational offerings paired with a wonderful community makes Big Lake Schools an excellent choice for any family. The District is focused on individualized learning, employs high quality teachers, and ensures graduates will be career and/or college ready.

Comprised of one high school (9-12), one middle school (6-8), one intermediate school (3-5), and one primary school (early childhood – 2). The school has a total student population that averages around 3,100 students. The Big Lake School District is technology focused with the partnering of the District of Big Lake Youth Apprenticeship program with the City of Big Lake, Wright Technical Center and local manufactures to maintain a strong, highly skilled, highly paid work force.





BUDGET MESSAGE



Honorable Mayor and Council Members:

I am pleased to present the City of Big Lake's 2025 Budget which reflects our ongoing commitment to **fiscal responsibility, service excellence, and community investment**. This budget has been carefully developed to ensure that we continue providing high-quality services while maintaining financial sustainability.

Annually, the City Finance Director, at the direction of the City Administrator, must prepare a budget and present it to the City Council. The following budget report represents a summary of the adopted proposals for all services provided by the City in 2025.

The Adopted 2025 Budget includes the operations of the General Fund and Debt Service Funds that are supported by property taxes and the budgets for the Special Revenue, Capital Project, and Enterprise Funds. The City Council reviewed the budget in work sessions beginning in August of 2024 and adopted the preliminary property tax levy on September 11, 2024. The 2025 Budget and final property tax levy were adopted at the December 11, 2024 City Council meeting and the final property tax levy was submitted to Sherburne County on December 13, 2024.

The City budget is more than a financial document as it reflects the City's plans, policies, procedures, and objectives for services to be provided in fiscal year 2025 and beyond.

City Initiatives

In recent years, the City has conducted several long-term strategic planning studies to shape its future development and redevelopment including the Comprehensive Plan, Parks Master Plan and strategic updates. These plans are guiding documents that are periodically reviewed and updated.

The City's Economic Development Authority initiated a branding campaign and identity design project with the help of the Community to market Big Lake. The campaign goals are to generate community pride and sense of place. It will assist in marketing the City, as well as create a visual identity of the City. In addition, the EDA has purchased prime property in the downtown area of the City for a future redevelopment project. This project will include the property that current City Hall is located at; staff and council are in the beginning stages of determining the new location for City Hall.

The City is also in the beginning stages of a major expansion to the Wastewater treatment facility to continue to support the expansion of development within the City of Big Lake. The Facility Plan was approved in 2024, with construction expected in 2026 through 2028.

In 2025, the City will focus again on employee development and wellness. The initiatives will include training on Communications & Customer Interactions and Conflict Resolution. In addition, the wellness of all staff is a priority of council, with that said, 2025 will include a year of wellness, with various fitness and health initiatives provided to the staff through online training and an onsite health fair.

The staff and City Council will review the City’s Vision, Objectives and Goals in 2025 to continue to ensure that the City is providing the best services to our taxpayers. Staff along with Council is very supportive of our local community organizations and businesses. We encourage everyone to Live Big! by enjoying Big Lake’s many amenities and choosing local options for goods and services.

Highlights of the Past Year

Several significant events occurred during the past year including the following:

- The City of Big Lake continues to rank as one of the safest cities in Minnesota
- The City of Big Lake issued 27 new single-family building permits
- The City did see current business expand their operations as well as an increase in housing projects that should be completed in the coming years. For new projects, the City has seen the following:
 - Marketplace Crossing – 60 Market Rate & Affordable Units – has been completed
 - Aeon-Goldenrod Glen – 74 Senior Affordable Rental Units – will be completed in 2025
 - Prairie Meadows 3rd & 4th Addition – 75 Single-Family Twin Homes/Townhomes
 - Prairie Meadows 5th Addition – 99 Single-Family homes – in the beginning stages
 - Big Lake Car Condos – phases 1-3 have all been completed
 - MTL Companies a CR 15 Development – in the beginning stages of development
 - Covenant Christian Academy – beginning stages of development, scheduled to be completed prior to Fall of 2025
 - LISI Medical Building Expansion – will be completed in 2025
- The City of Big Lake approved the sale 6.9 Acres in the industrial park to Rawr Organics, which will house the headquarters and production facility for the company.
- The Big Lake Economic Authority purchased approximately five acres (5) to secure property for a potential relocation of City Hall.
- The City of Big Lake added to the property tax valuation a total of \$44,812,157 with the new development in housing and commercial/industrial.
- The City of Big Lake saw an increase in both vendors and patrons to the Farmers Market.
- The City of Big Lake took over Music in the Park in 2021 and was able to offer the summer event again to the residents in 2024 and continue to look forward to this event each year.
- The City of Big Lake completed .75 miles of street improvements with the 2024 Street Improvement project and continues to maintain the City’s streets based on the City’s Street Maintenance Plan.
- The City of Big Lake received the Distinguished Budget Award for the 2024 Budget year, from the Government Finance Officers Association.
- The City of Big Lake received the Certificate of Achievement for Excellence in Financial Reporting for the 2023 Fiscal year, from the Government Finance Officers Association.
- The City of Big Lake continues to budget for future projects but does take into consideration the impacts of the economy on both local business and residents.

With the Council’s emphasis on providing services at a reasonable cost to the taxpayers while maintaining current service levels, the 2025 budget was adopted with this same intent. Staff will continue to focus on providing excellent service at current levels with the same resources.

Budget Initiatives

The 2025 General Fund budget is \$7,366,689, representing an 8.67% increase (\$587,813) over 2024. The primary source of revenue remains property taxes, which account for 66% of General Fund revenues. Non-property tax revenues, such as service fees, franchise fees, and licenses, make up the remaining 34%.

The budget maintains a **balanced approach** to funding essential services while addressing capital investments and long-term financial obligations.

The City has historically set charges for services and licenses and permits at a level sufficient to cover the full cost of services provided. All fees and charges are reviewed annually to ensure they remain at both a reasonable and competitive level.

The special revenue funds are used to account for and report proceeds of specific revenue sources that are restricted or committed to expenditures for specified purpose. The Big Lake Economic Development Authority is supported by property taxes, the Farmer’s Market is supported by vendor licenses as well as donations and sponsorships. Music in the Park is supported by donations and sponsorships as well as a \$10,000 transfer from the general fund. The Park Dedication Fund is supported by park dedication fees received from new housing and commercial development within the City.

The debt service funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. The debt services funds are supported by property taxes, special assessments, and transfers from other funds.

The capital funds are used to account for financial resources to be used for the acquisition or construction of major projects that are not financed by the enterprise funds. The Council approves the annual Capital Improvement Plan (CIP) document, which also includes capital projects for the park dedication fund and enterprise funds. Staff will bring individual capital construction projects forward for City Council approval.

The capital funds are supported by the yearly Local Government Aid received by the City and yearly transfers from the General Fund. For the enterprise capital funds, those funds are supported by operating transfers from the enterprise fund.

Enterprise funds are stand-alone business-type activities that provide goods or services to the public for fees that allow it to be substantially self-supporting. The enterprise fund budgets are not supported by tax revenues and were developed using estimated revenues from sales, connection fees and customer charges.

The Utilities Funds are used to account for the use and operation of the City’s water, sewer, and stormwater system. Fee levels are set to cover operating expenses as well as capital project costs.

The Liquor Fund accounts for the operations of the City-owned liquor store. Store profit subsidizes the general fund operations. Each year \$450,000 is transferred from the liquor fund to support the general fund, which helps lower the amount of funds needed in property taxes to balance the general fund budget.

Following is a summary of the highlights and major initiatives undertaken for 2025:

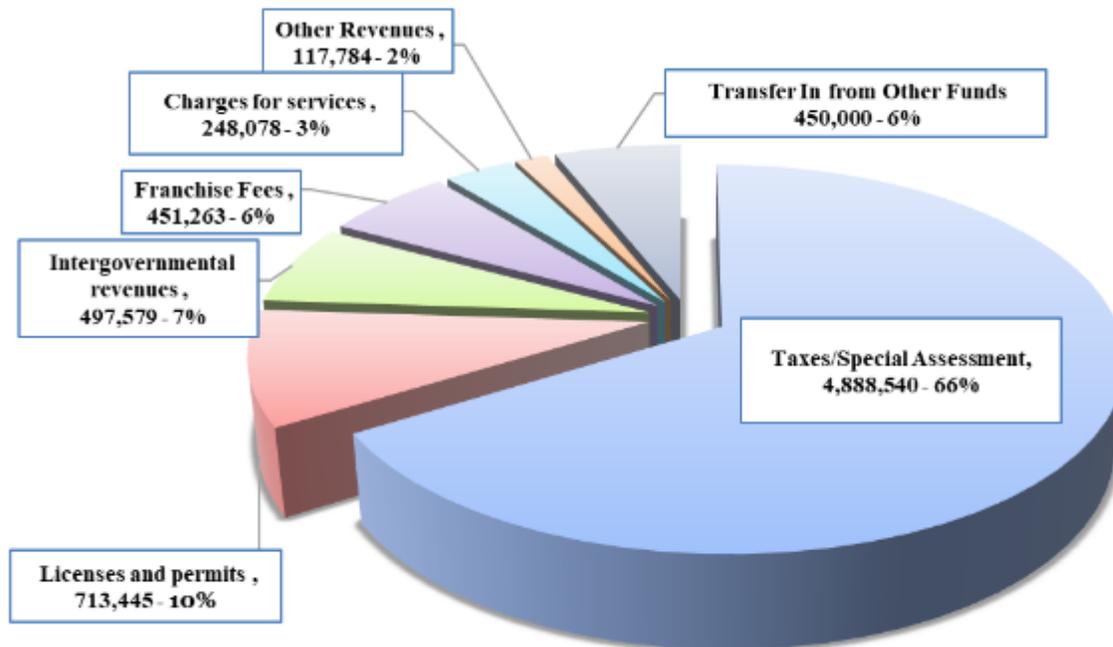
General Fund

The overall General Fund budget increased 8.67% over the adopted 2024 budget. The increases to both revenues and expenditures are attributed to the following:

Revenues:

- Taxes line item increased by 472,988 - 66% of budget
 - This reflect the general fund levy increase needed to balance the budget
- Licenses and Permits line item increased by \$69,948 - 10% of budget

- Only budgeting for 15 new single-family homes to be conservative but did take into consideration other development. In 2024 total new single-family homes are projected to only be 15
- Intergovernmental Revenues increase by \$19,789 – 7% of budget
 - Increase in Road/Maintenance State Aid
 - Increase in Police State Aid – for pensions
- Franchise Fee increase by \$960 (reflects new housing) – 6% of budget
- Charges for services increase of \$1,667 – 3% of budget
 - Increase in Fleet Service Maintenance, the city is now maintaining the fire department vehicles and does bill the Fire Department for that service
 - Increase in Street Light fee to reflect the increase in prior year new housing
- Fines and Forfeitures increase of \$2,150
- Interest earnings increase of \$27,150 to reflect higher interest earnings
- Transfer in from other funds line item remained the same - 6% of budget
 - This year we are budgeting a \$450,000 transfer from the liquor store, the same as 2024. This transfer helps lower the overall funds to be raised via property taxes to balance the budget. Great reason as to why we should all shop local, and the profit are poured back into the community through the services provided by the city to the community.



Currently, **66% of all revenues used to provide City services come from property taxes**, a figure that has remained consistent in recent years.

In addition, the City has budgeted a **\$450,000 transfer from the projected 2025 profits of the municipal liquor store**. These funds help support essential City services and future community projects.

We extend our gratitude to everyone who supports the City liquor store. Your patronage directly contributes to the City’s ability to fund vital services and initiatives.

Expenditures

Employee Services (Personnel)

New staff requests

- 17th police officer
- Engineering Technician – new position
- Streets/Parks Operator – new position
- Street/Parks Foreman – increase in Grade, reevaluation of position per contract
- Remove one Accounting Technician position and replace with a City Hall Senior Administrative Specialist.
 - This position would be the first point of contact for City Hall and support for all departments in city hall.

Other benefits

- 3% market rate adjustment to the current pay plan
- Step increase to employees not at top of scale
- Increase in Wellness Program
- Increase in HSA contribution to staff that carry family coverage
 - City would contribute \$1,000 for year
 - Police Union members, city would contribute \$1,500 per contract
- Increase in Union insurance contributions per contract
- Increase in on-call pay per contract

Contractual Services (Professional Services)

- Administration/Finance - Increase cost in legal services
- Planning – Increase in engineering consultants

Commodities & Supplies (operational expenses)

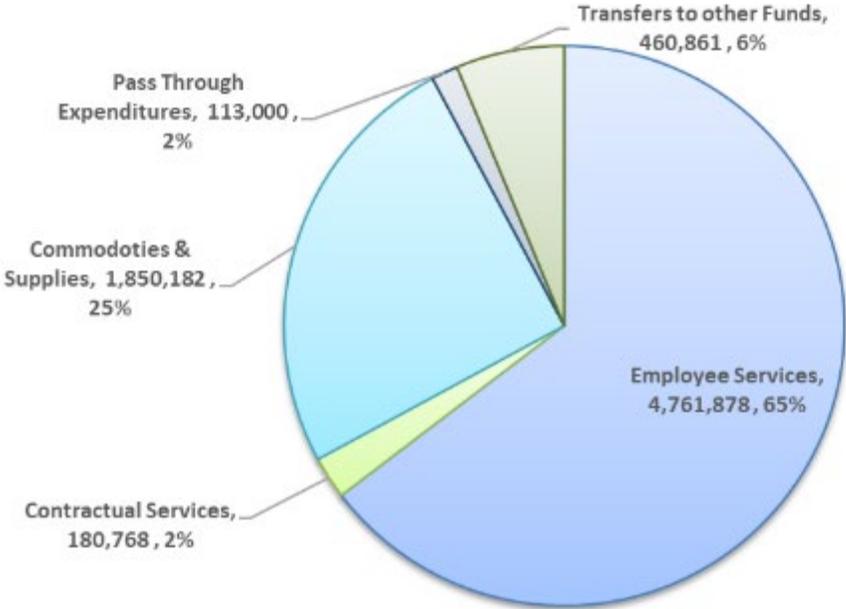
- Increase in software licenses
- Increase in training for staff
- Increase in motor fuel
- Increase in utility costs
- Increase in playground maintenance
- Increase in uniform, fire arms and ammo for police
- Increase in liability insurance
- Increase to reflect inflationary increases

Transfers to other funds for 2025 is \$460,831

- Computer Replacement Funds - \$10,000
- Street Maintenance Fund - \$270,000 (using franchise fees)
- Industrial Park Fund 141 for Interfund Loan to Sewer - \$25,000
- Future Election Equipment - \$6,000
- Fire Department computer replacements - \$3,250
- Misc. Equipment Replacement Fund Streets - \$5,000
- Misc. Equipment Replacement Fund Parks - \$5,000
- Trail Maintenance Fund - \$9,000
- Playground Equipment Replacement Fund - \$5,000
- Park Maintenance or Improvement Fund - \$100,000 (using franchise fees)
- Police Taser replacement Fund - \$12,611
- Music in the Park Fund - \$10,000
- This is an increase from 2024 of \$5,000. Additional funding will be need for Music in the Parks to maintain the program at the current level of service.

The 2025 General Fund budget is allocated for the following services:

- 65% is allocated towards Employee Services (personnel costs)
- 25% is allocated towards Commodities & Supplies (operations)
- 6% is allocated towards Transfers to other Funds
- 2% is allocated towards Contractual Services (professional services)
- 2% is allocated for the pass-through expenditures for the Fire Department



Capital Improvements

The detailed 2025-2030 Capital Improvement Plan (CIP) was approved as a planning document at the December 11, 2024 City Council meeting.

The CIP coordinates the financing and timing of improvement projects, and the acquisition of capital equipment. The 2025-2030 projects are included in the CIP section of full budget document.

Major highlights of the Capital Improvement Plan for 2025 include:

- Police car replacement
- Parks Department – Brush Grinder
- Public Work equipment replacement
- Well Maintenance
- Park maintenance and improvements
- Street improvements

Items are funded from the General Fund Transfers, the Enterpriser Funds transfers, Park Dedication funds, LGA, as well as CIP Fund balances.

For 2025 the certified LGA that the city will receive is \$752,831, of that amount \$437,500 has been allocated to current and future projects. The remaining funds will be used for those items that are scheduled to be purchased with LGA funds in the future.

Enterprise Funds

The enterprise funds include Water, Sanitary Sewer, Storm Water, and Municipal Liquor.

Water and Wastewater Division Personnel Budget each increased by approximately \$150,000 or 19%

A recent staffing analysis conducted by the City has determined the need for an additional position in the water/wastewater division over the next three years. The division's staff is on-call 24 hours a day, 365 days a year. The analysis showed that the City is currently below the recommended staffing levels when compared to industry benchmarks, which include the following:

Million gallons per day of wastewater treated	1900 gate valves maintained
Over 60 miles of sewer mains maintained	900 fire hydrants maintained
13 lift stations maintained	Snow removal during the winter month
Million gallons per day of water treated	Daily operating and maintaining of both the
Over 70 miles of water mains maintained	wastewater and water treatment plants
7 wells maintained	
3 water towers maintained	

With the current staffing of five union operators and one superintendent (non-union), the addition of a new staff member is expected to improve operational efficiency. The total cost for this position is budgeted at **\$108,242**, with the cost split equally between the Water and Wastewater Funds.

Water Fund

The Water Fund revenue is projected to decrease by 5% in 2025, reflecting a proposed 5% rate decrease for non-industrial customers and an 8% rate increase for industrial customers. This revenue projection takes into account residential growth from 2021 through 2024, along with anticipated growth for 2025. Additionally, starting in 2025, water access charges will no longer be budgeted within the Water Operating Fund. Instead, these charges will be allocated to the Water Capital Improvement Fund to support future capital projects.

The operating budget for 2025 includes the superintendent position, a foreman position, five water/wastewater operators, and the staff member responsible for utility locates. All personnel costs are split 50% between water and sanitary sewer operations. The budget also accounts for maintenance-related expenses and capital projects. The 2025 operating budget is projected to decrease by **20%** compared to the 2024 budget, primarily due to a one-time additional transfer of **\$1,245,000** to the Water Capital Improvement Fund in 2024 for equipment and infrastructure replacement costs.

Sanitary Sewer Fund

The Sanitary Sewer Fund revenue is projected to increase by 12% in 2025, driven by a proposed 8% rate increase for both non-industrial and industrial customers. This expected increase in revenue reflects several key factors, including the residential growth that occurred in 2023 and 2024, along with additional growth anticipated in 2025. The projection also takes into account actual water usage data from 2024 to more accurately estimate future demand. Additionally, staff considered the upcoming debt payments related to the planned expansion of the Wastewater Treatment Facility when determining the rate adjustments for the year.

The operating budget for 2025 includes the superintendent position, a foreman position, four water/wastewater operators, and the staff member responsible for utility locates, with all personnel costs split 50% between water and sanitary sewer operations. Additionally, the budget accounts for maintenance-related and capital expenses. The 2025 operating budget is projected to decrease by **6.02%** compared to the 2024 operating budget. This decrease is primarily attributed to lower electricity costs and a one-time additional transfer of **\$150,000** to the Sanitary Sewer Capital Improvement Fund in 2024 for equipment and infrastructure replacement costs.

Storm Water Fund

The Storm Water revenue is expected to increase by approximately 2% in 2025, reflecting the impact of new development. Additionally, staff is budgeting an increase in interest earnings to align with current trends.

The 2025 operating budget for Storm Water is projected to decrease by 16% compared to the 2024 budget. This decrease is primarily due to a reduction in depreciation expenses and the final debt service payment made in 2024.

Liquor Fund

The City’s municipal liquor store is projected to generate \$5.50 million in sales with a 25% gross profit margin in 2025. Sales are expected to remain comparable to the actual figures from 2024.

The operating budget for 2025 is projected to increase by 2.30%, primarily due to rising costs of goods purchased and the market rate adjustments to the City’s pay plan. Additionally, there will be a \$35,000 transfer from the liquor operating fund to the Liquor Capital Improvement Fund to support future projects. The net income generated by the liquor store is used to fund City operations and projects that benefit the community.

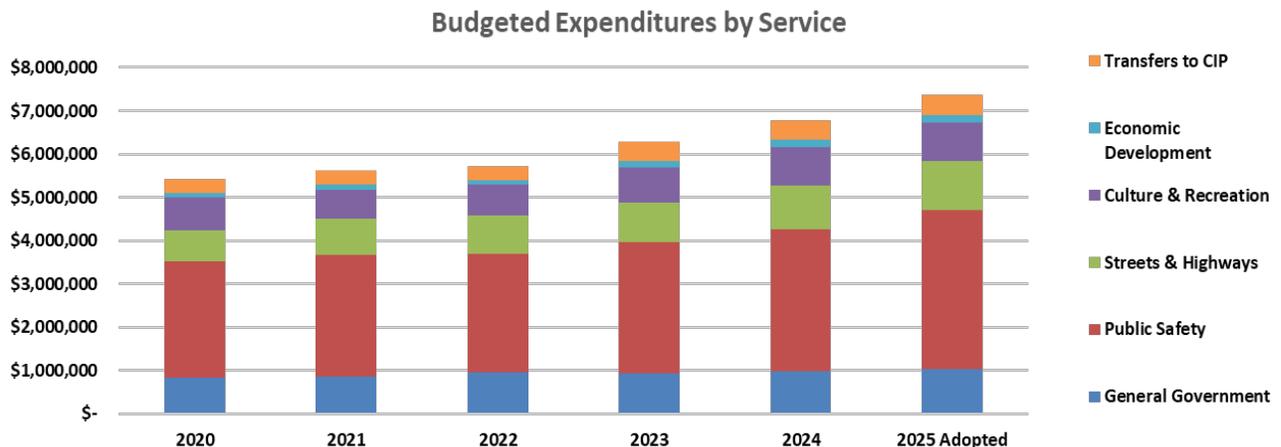
In 2022, the liquor store was ranked 1st in the region for Net Profit/(Loss) as a percentage of sales, with a net profit of 11.4%, and 24th in the state for gross sales of \$5,623,585. Thank you to all who shop local — the profits from the liquor store are reinvested into the community through the annual transfer to the general fund. This transfer not only helps reduce the amount of property taxes needed to balance the budget but also contributes to funding improvements in parks and trails.

The 2025 transfer is as follows:

<u>Purpose</u>	<u>2025</u>
General Fund support	\$450,000

Budget Trends

As in recent years, the **2025 General Fund budget**, which supports general services for the City’s residents and businesses, relies on **66% of revenues** from the property tax levy. Additionally, **65% of all expenditures** are allocated to personnel costs, reflecting the City's primary role in providing essential services. Consistent with prior years, **50% of the 2025 budget** is dedicated to public safety. The adopted budget for 2025 reflects a slight decrease compared to the preliminary budget set in September.



Conclusion

The City continues to maintain a **strong financial position** through sound management and adherence to its financial policies. This solid financial foundation is poised to be sustained in the future.

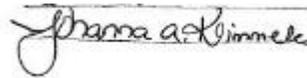
The **2025 Budget** reflects a responsible and forward-thinking approach, balancing immediate needs with long-term sustainability. By prioritizing **public safety, infrastructure, fiscal stability, and community engagement**, we are positioning the City of Big Lake for continued success.

We appreciate the **City Council's leadership** and the ongoing support of the community as we work together to serve our residents efficiently and effectively.

Respectfully Submitted,



Deb Wegeleben
City Finance Director



Hanna Klimmek
City Administrator



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Big Lake
Minnesota**

For the Fiscal Year Beginning

January 01, 2024

Christopher P. Morill

Executive Director

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FINANCIAL MANAGEMENT

The City of Big Lake Finance Department is responsible for maintaining the accounting system and monitoring compliance with the budgetary controls and financial policies established by the City Council. Following is an overview of relevant financial management practices and year-end reporting.

Financial Management Plan

The City’s Financial Management Plan is a financial policy document that establishes principals to guide both staff and City Council to make consistent and informed financial decisions. The plan is reviewed annually and adopted by the City Council. It addresses policies in the following areas:

- Accounting, auditing, and financial reporting
- Cash/Investments
- Capital Improvement
- Debt Management
- Budget and financial control
- Fixed Assets
- Fund Balance
- Operating Budget
- Purchasing
- Revenue Management
- Risk Management
- EDA policies

Basis of Accounting

The accounting system provides for a complete, self-balancing account group for each fund of the City. Accounting records are maintained on the modified accrual basis for the governmental type funds. The modified accrual basis of accounting recognizes revenues to the degree that they are available to finance expenditures of the fiscal period. Similarly, debt service payments and a number of specific accrued liabilities are only recognized as expenditures when payment is due because it is only at that time that they are liquidated with expendable available financial resources. The budgetary basis of accounting is the same basis of accounting used to prepare the City’s financial statements as included in the City’s Annual Comprehensive Financial Report at the fund statement level.

The full accrual basis of accounting is utilized for the proprietary type funds as defined in the notes to the City’s financial statements. The full accrual basis of accounting recognizes revenues as they are earned and expenses as soon as a liability is incurred, regardless of related cash inflows and outflows. For budget purposes the funds use the accrual basis except for capital assets and debt payments which are budgeted on a modified accrual basis within each finance plan. Depreciation is included in the finance plan; however principal debt payments are just noted at the bottom of the finance plan.

Fund Balance and Budget Requirements

The City will strive to maintain an undesignated and unreserved General Fund Balance of 50% of the General Fund portion of expenditures for the following year. If the City has more than the required level, such excess may be transferred to the Capital Improvement Funds for infrastructures or equipment/building replacement at year-end. The City Council delegates the authority to designate fund balance, as required for prudent fiscal management, to the City Administrator and Finance Director. The City will also review, and update the

schedule of fund balances, reserves, and working capital in all other operating funds of the City and determine adequacy of those fund balances, using specified guidelines and criteria in conjunction with the budgets set annually. Designated Fund balance can be used for future expenditure in the budget process so that the City maintains a balanced budget. With a balance budget process in the General Fund, the projected revenues, including designated fund balance will always equal the projected expenditure for the year.

The City will budget to maintain fund balances at adequate levels to ensure sufficient resources are available for current and future expenditures whether planned or unforeseen. The City will budget to maintain an unreserved designation for cash flow for each operating fund, to support operations until current revenues are received. Based upon the semi-annual collection of local taxes, each operating fund relying on property tax related revenues should maintain cash flow designations at year-end necessary for approximately 6 months of operations. The City will maintain a budgetary control system to ensure adherence to the budget and will prepare regular reports, which compare actual revenues and expenditures to budget amounts.

Annual Comprehensive Financial Report (ACFR)

The City operates on a calendar fiscal year and reports its year-end financial position in an Annual Comprehensive Financial Report (ACFR), prepared by the City Finance staff with the assistance of BerganKDV. Completed copies of the ACFR/Financial Statements are available to the public upon completion in June, and a summary of results is published in the official newspaper.

The City's financial statements are audited upon completion by the independent audit firm of BerganKDV to ensure accuracy and compliance with federal and state laws and regulations.

Budgetary Controls

A budgetary system of accounts is maintained for all budgeted funds. Control is maintained by the monthly review of actual expenditures compared to budgeted amounts. Budgetary activity is monitored to ensure that total expenditures are within budgetary allocations. For the past several years, budgeted expenditures have been within approximately 98% of the budget. The budgetary level of control is at the fund and department level. There is a budget amendment process for unplanned expenditures and revenues and all amendments are presented to the City Council throughout the year for approval, at the direction of the Finance Director.

Internal Controls

In developing and altering the City's accounting system, consideration is given to the adequacy of internal accounting controls. These controls are designed to provide reasonable, but not absolute, assurance regarding the safeguarding of assets against loss from unauthorized use or disposition and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes the cost of a control should not exceed the benefits likely to be derived, and the evaluation of costs and benefits requires estimates and judgements by management. All internal control evaluations occur within the above framework. The Finance Department believes the City's internal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

Cash Management

The investment portfolio of the City is designed to invest public funds in a manner which provides safety, liquidity, and yield (return on investments) that conforms to all federal, state and local regulations governing

the investment of public funds. All investments purchased by the City are expected to be held until maturity. The City invests in securities that match the City's operational, short-term, and longer-term core reserve needs.

Risk Management

The City has a risk management policy, the purpose of which is to maintain the integrity and financial stability of the City, protect its employees from injury, and reduce overall cost of operations. To avoid and reduce risk, the City maintains an active safety committee comprised of employees who periodically conduct educational safety and risk avoidance programs within City departments. The City has insurance coverage through the League of Minnesota Cities Insurance Trust to insure City property and assets against loss. The blanket policy includes coverage for buildings, personal property, contractors and miscellaneous equipment, crime, employee performance bonds, autos, municipal liquor liability, data security breach and general liability. General liability coverage amounts to tort limits of \$1,500,000 per occurrence, with a \$2,500 deductible for equipment and autos and \$5,000 all other property

The City's worker's compensation insurance is also through the League of Minnesota Cities Insurance Trust, with a deductible of \$250 per occurrence.

Fund Structure

The accounting system maintains a standard fund structure for a typical Minnesota City government. Following is a description of the funds included that are subject to appropriation, for which financial plans and budget appropriations are prepared annually. GASB defines major funds as those meeting the following criteria: The total assets plus deferred outflows, liabilities plus deferred inflows, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 10 % of the corresponding total. The major funds of the budget process do not necessarily match the major funds presented in the City's ACFR because the calculation for purposes of the ACFR differ slightly and are based on actual rather than budgeted revenues and expenditures. The major funds for budgetary purpose are the General Fund, Special Revenue Funds (274, 275, 280 and 282), Enterprise Funds, and Capital Project Funds. These are the funds that the City feel are the most impactful to the Citizens of Big Lake.

General Fund – Accounts for all revenues and expenditures not required to be accounted for in other funds. It has more diverse revenue sources than other funds, including property taxes, licenses, permits, fines, intergovernmental revenues, service charges, and investment earnings. The fund's resources finance a wide range of functions, including operations for general government, public safety, public works, and general service expenditures, and a major fund for the City. This fund budgetary control is at the department level.

Special Revenue Funds – Established to account for revenues derived from taxes and other specific revenue sources. Resources provided by Special Revenue funds are restricted by statute or ordinance to finance specific City functions or activities. Big Lake currently only has eight funds in this category, the Economic Development Authority (EDA) fund, Narcotic Forfeiture fund, DWI forfeiture fund, Traffic Safety Program fund, Farmers Market fund and the Veterans and Other Memorial Fund. In 2021, the City Established the American Rescue Plan Act Fund Special Revenue for the federal funding received pertaining to COVID 19 pandemic and Music in the Park Special Revenue for the funding received for the community event. Of these eight funds, the City only budgets anticipated revenues and expenditures for the EDA fund, Farmers Market Fund, Music in the Park and the American Rescue Plan Act fund. These funds budgetary control is at the fund level.

Enterprise Funds – Enterprise funds account for business-type activities. These activities provide services where most of the cost are recovered through user fees and charges. The City has four Enterprise funds. The Enterprise Funds use the accrual basis of accounting for financial statement purposes. For budget purposes the funds use accrual basis except for capital assets and debt payments which are budgeted on a modified accrual basis within each finance plan. Depreciation is considered an operating expense for each of the Enterprise Funds. These funds are also considered major funds for the City. These funds budgetary control is at the fund level.

- **Water and Sewer Funds** – receives its revenues from charges to all property owners to provide water and sanitary sewer utilities, fund operations and maintenance and capital improvements.
- **Storm Water fund** – receives its revenues from charges to all property owners to fund water quality projects, operations and maintenance, and capital improvements.
- **Liquor Store Fund** – receives its revenues from the sale of alcoholic beverages and covers the cost of the operations, maintenance, and capital improvements of the liquor store. Profits received from the liquor store are poured back into the community via a substantial transfer to the general fund each year.

Capital Project Funds – Account for the resources used for the acquisition and construction of capital facilities, except for facilities financed by the enterprise funds, replacement of equipment for current and future needs. Beginning in 2016 the City included the Capital Project Funds in the adopted budget, as the resources used to finance the approved projects were Local Government Aid, State Aid, and transfer from the Liquor Store.

- **Parks Development Fund** – is used for development of new City parks and improvement of existing parks. Revenue is primarily from park development fees and transfers from the General Fund.
- **Equipment, Vehicle & Building Funds** – records capital purchases of equipment, software, computers, vehicles and purchases or improvements of buildings. The revenues used for the purchases are from the Local Government Aid received, sale of existing equipment and transfers from the General Fund.
- **Infrastructure Improvement Funds** – reflects revenues and expenditures for street rehabilitation projects, major street maintenance projects, parks or trails projects, and lake maintenance. The resources are provided by the Local Government Aid, State Aid, Grants and transfers from the General Fund.
- **Capital Projects/Street Improvement Fund** – includes receipt and disbursement of bond proceeds or other sources obtained to finance improvements and additions to the City's infrastructure.

Debt Service Funds – Account for the accumulation of resources for the payment of general long-term debt principal and interest. The City maintains individual debt service funds for each bond issued. The City has established annual financial plans for all general obligation bond funds and certificate of indebtedness funds which is shown in total as the GO Debt funds. The Debt Funds use the modified accrual basis for both financial statement and budgeting purposes.

Revenue Sources

Property Taxes: Levied for the general operations of the City, as well as the repayment of outstanding debt, abatement levies and for the Economic Development Authority. The General Fund receives the largest share of the levy.

Licenses & Permits: These revenues are received from businesses, and individuals licensed by the City. Building permits and license fees approximate the direct and indirect cost of issuing the licenses and policing the licensed activities.

Intergovernmental Revenue: These are revenues received from federal, state, and county sources.

Charges for Services: These are user fees, charged to provide the funding needed to operate facilities from those who use them. The largest example of this in the City is utility charges. These are revenue sources in the enterprise funds of the City.

Fines & Forfeitures: This type of revenue is generated by violations of the City code and ordinances.

Franchise Fees: These are revenues received from utility companies, (Xcel, Connexus and CenterPoint) for the use and maintenance of City owned right-away.

Donations & Contributions: These revenues are typically received from charitable organizations for specific one-time expenditures purposes and/or to benefit a cause.

Transfers In: This revenue source is for revenue that is transferred from one City Fund to another City Fund. An annual transfer from the Liquor Fund to the General Fund is done to help cover operational costs within the General Fund. For 2024, a transfer of \$450,000 is budgeted for the General Fund.

Other: Includes investment income, and other miscellaneous revenue sources.

Expenditure Categories

Personnel: Consists of salaries, health benefits, and the City's contribution towards FICA, Medicare, PERA, and worker's compensation insurance. The City currently has 48 Full-time, 21 Part-time and 7 Seasonal employees.

Retirement costs: Employees are covered by defined benefit plans administered by the Public Employees Retirement Associated of Minnesota (PERA). They are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356.

Retirement Plan	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Coordinated Plan	7.25%	7.25%	7.25%	7.25%	7.25%	7.25%	7.25%	7.25%	7.25%	7.25%
Police and Fire Fund	16.20%	16.20%	16.20%	16.95%	17.70%	17.70%	17.70%	17.70%	17.70%	17.70%

Professional Services: Includes services provided to the City by outside sources, including engineering, legal, audit, building inspections, contractors, etc.

Operations: Costs associated with maintaining the core functions of each department. Examples include office supplies, computer maintenance, electricity, gas, cleaning, fuel, advertising, uniforms, etc.

Capital Improvements: Items that are greater than \$5,000 with a useful life of more than one year and all infrastructure and building construction projects that are capitalized.

General Fund - City Departments

General Government

Mayor/Council: The City of Big Lake is a statutory City governed by an elected mayor and four council members. As elected officials for the community, the mayor and council exercise legislative power by which all matters of policy are determined. They also exercise control through the adoption of an annual budget and by appointing advisory committees to provide advice and recommendations for action on policy-related matters.

Planning: The Planning Department provides planning and zoning related services to ensure compliance with City ordinances and the City's long-range comprehensive plan.

The Planning Commission: meets monthly to review various planning applications and provide recommendations to aid in the decision making of the City Council. The mayor and City Council appoint the members of this board.

Administration/Finance: This department oversees the general administration and financial functions for the City. This includes human resources, accounting, auditing, budgeting, payroll, debt and investment management, clerk functions, elections, risk management and general City administration activities.

IT – Computer/Software: This department oversees the information technology for the City, including computer and software replacement schedule. Currently this department is outsourced.

Public Safety

Building Inspections: The City's Building Official is responsible for all residential and commercial building permit inspection and plan review for the City.

Police: The City maintains its own police department. During 2015, the department relocated to Big Lake Community Service Center at 790 Minnesota Avenue. Law Enforcement Labor Services, Inc., Local 164 represents the police officers. The current contract runs through December 31, 2026.

Fire: The City of Big Lake, through a joint power's agreement with Big Lake Township, provides fire protection services for the City and Township. The department also services certain sections of Orrock Township through a separate fire services contract.

Streets & Highways

Engineering: The City Engineer is responsible for the planning, budgeting, design, development, and maintenance of the City's infrastructure.

Streets: The Streets Department is included in the overall public works department for the City. This department is responsible for the maintenance of a quality transportation system for the City, including signage, lighting, seal coating, street striping, snow removal, and other maintenance activities.

Fleet & Equipment Maintenance : The Fleet and Equipment Maintenance department is included in the overall public works department for the City. This department is responsible for the maintenance of the City's fleet, building and equipment maintenance.

Local 49 Union represents the public works employees. The current contract runs through December 31, 2026.

Culture & Recreation

Parks: The Parks Department is included in the overall public works department for the City. This department is responsible for the maintenance of various parks throughout the City. Duties include mowing, park equipment maintenance, oversight of Lakeside Park, and other maintenance activities.

The Parks Committee: appointed by the mayor and City Council. This board meets monthly to review various park-related matters and provide recommendations to aid in the decision-making of the City Council. This committee also provides long term strategic planning to identify areas within the City where resources should be committed towards existing parks or for new dedicated open space.

Recreational – Community (other): The Recreational Department is included in the community development department of the City. This department is responsible in developing a comprehensive program of community recreation. Conduct activities, events and programs that will employ the leisure time for the citizens in a wholesome and constructive manner. Such events include Movie in the Park, Farmers Market, Music in the Park and ECFE in the Park.

Big Lake Community Services Center (BLCSC): In December of 2013, The City acquired the property located at 790 Minnesota Avenue. The building is being used, in part, to provide space for the Big Lake branch of the Great River Regional Library (GRRL). Through the City’s agreement with GRRL, the City is responsible for providing and maintaining space for the operations of the library. Staffing for the library, as well as inventory, is handled through GRRL. The Big Lake Township currently contributed \$10,000 to help cover the cost of housing the library in 2024. The same contribution amount was budgeted for 2025. The remaining space within the building is occupied by the Big Lake Police Department.

Economic Development

Economic Development: This department is responsible for overseeing the various development and redevelopment efforts of the City, as well as promoting the City to various residential and commercial developers that consider investing in our community.

Special Revenue Funds

Economic Development Authority Fund - Fund 275

The City of Big Lake Economic Development Authority (EDA) is a legal entity separate from the City. Although legally separate, the City of Big Lake EDA (BLEDA) is reported as if it were part of the primary government because it provides services exclusively for the City of Big Lake.

The EDA was granted authority under an enabling resolution originally passed in 1990 by the City of Big Lake. Minnesota Statute 469 details the authorized activities the EDA may participate in. The resolution establishing the City of Big Lake EDA identifies any conditions or limitations to the statutorily allowed powers of the EDA.

Big Lake Economic Development Authority (BLEDA) meets monthly to review current development and future economic goals throughout the City. BLEDA provides recommendations to the City Council to aid in the decision-making processes of the council. The mayor and City Council appoint members of the board.

Farmers Market - Fund 280

This fund is used for all transaction pertaining to the Farmer’s Market that is held May through September on every Wednesday as well as the winter market that is held once a month from November until April. The recreational - communication coordinator is responsible for the farmer’s market.

Music in the Park - Fund 282

This fund is used for all transaction pertaining to the Music in the Park that is held in the summer on Thursdays at Lakeside Park. The recreational - communication coordinator is responsible for the farmer’s market.

Veteran and Other Memorials - Fund 281

This fund is used for creation of the Veterans Memorial Park that was funded by donations and an interfund loan from the Capital Improvement Fund. This loan was paid back by the yearly donations received. In 2020 the Freedom Rock memorial was established at Lake Side Park. This memorial will be fully funded by donations and purchase of stone pavers that will surround the freedom rock.

Minnesota Investment Fund - Fund 272

This fund is used for all transaction pertaining to the state funding received for the Minnesota Investment Fund (MIF). The MIF program provides loans to businesses that create or retain high-paying, full-time permanent jobs, and invest in machinery or real property acquisition or improvements. This program is available statewide for manufacturing, distribution, warehousing, and other eligible business activities that would not occur but for the MIF assistance. Applications are accepted on a year-around basis as funds are available.

Statewide Affordable Housing - Fund 273

This fund is used for all transaction pertaining to the state funding received through the 2023 omnibus tax bill. A new program was established to provide direct funding to eligible cities for affordable housing production and preservation. The funds distributed through this aid program must be spent on a qualifying project by December 31, 2028. While the program is extremely flexible, the legislative intent is to aid cities in the production and preservation of affordable housing and the provision of emergency rental assistance. The City has contracted Sherburne County to administer this program for the City.

American Rescue Plan Act - Fund 274

This fund is used for all transaction pertaining to the federal funding received in response to the COVID-19 pandemic. The funds will be used for replacement of water infrastructure (water meters), this project will be completed in 2025 in accordance to federal guidelines.

Capital Improvement Funds

These funds are used for current replacement of equipment, building, and City infrastructure. In addition, these funds are used for long term planning as funds can be earmarked for future projects.

Enterprise Funds

Water Fund

This fund is responsible for the maintenance and supply of the City’s water system. Capital and infrastructure relating to the water supply system of the City are also tracked in this fund.

Sanitary Sewer Fund

This fund is responsible for the maintenance and operations of the City’s sanitary sewer system. Like the water fund, and all enterprise funds, capital and infrastructure relating to the sanitary sewer operations of the City are also tracked in this fund. In 2018 the City was awarded a \$1,000,000 grant from the State Bonding Bill. These funds along with reserves were used in the expansion for the water treatment plant beginning in 2019 and finishing up in 2021. Currently there is a need to expand the treatment plant further to ensure the City’s continued ability to support ongoing development.

Storm Water Fund

This fund is responsible for the maintenance and operations of the City’s Storm Water system. This enterprise was created in 2005 to help fund the increasing storm water management costs of the City.

Liquor Fund

The City owns and operates a municipal liquor store. The store moved to its current site in 2006. This move more than doubled the size of the operation. Sales have been steadily increasing and it is anticipated that they will continue to do so in the coming years. Profits from the liquor store are transferred to the General Fund to help cover the costs of operations of the General Government as well as to the Capital Improvement fund to help cover the costs of improvements to governmental assets.

Budget Process and Calendar

The City of Big Lake budget development is not just an annual process that occurs at a set time every year. In actuality, the entire process is an on-going approach that fits into an overall framework of the four primary principles of sound local government budgeting, which are:

1. Establish broad goals to guide government decision making
2. Develop approaches to achieve goals
3. Develop a budget consistent with approaches to achieve goals
4. Evaluate performance and adjust



The City’s budget process is built on a strong foundation of financial policies and goal-setting. It begins with a review of the City’s **Financial Management Plan**, a policy document that provides the framework for financial decision-making. **Strategic planning** defines the goals of the **City Council**, **staff**, and the **community** for Big Lake’s future.

The City has legally adopted budgets for the **General Fund** and the **Big Lake Economic Authority** special revenue fund. Expenditures cannot legally exceed budgeted appropriations at the total fund level. Any amounts

exceeding the budget would require approval by the City Council, either through a budget amendment or disbursement process. While the City is not legally required to adopt annual budgets for other special revenue funds, debt service funds, capital project funds, and enterprise funds, it does so as part of its commitment to an entity-wide view of the City's finances. All of these funds are included in the City's **Annual Comprehensive Financial Report (ACFR)** and **Long-Term Financial Plan**, which is updated annually.

Balanced Budget

A balanced budget is a when the total revenues and other financing sources is equal to total expenditure and other financing uses. Revenues and other financing sources increase financial resources, whereas expenditures and other financing uses decrease financial resources. With a balanced budget, reserves or fund balance are not used to cover the costs to provide the services. An **unbalanced budget**—whether it results in a surplus or a deficit—does not necessarily indicate poor fiscal management, but could be related to the nature of fund. For example, debt service funds often accumulate resources, revenues, in the year prior to the expenditure. The same can be said pertaining to the Capital Improvement funds, in these funds the City may generate a surplus of revenues to build a fund balance for future projects or expenditures.

It is the City's policy to adopt a **balanced budget** for the General Fund. For other funds, the City's policy ensures that each fund maintains a positive cash flow to support its respective programs and services. The City achieves this through the budget process, which begins each spring. Utilizing a **"bottom-up" resource allocation approach**, each department has the opportunity to request the personnel, goods, capital items, and services necessary to carry out its responsibilities in a timely manner. The City also aims to maintain fund balances at adequate levels to ensure sufficient resources are available for both current and future expenditures, whether planned or unforeseen. Specifically, the City will budget to maintain an undesignated and unreserved General Fund balance of **42% to 50%** of the following year's concept budget for the General Fund.

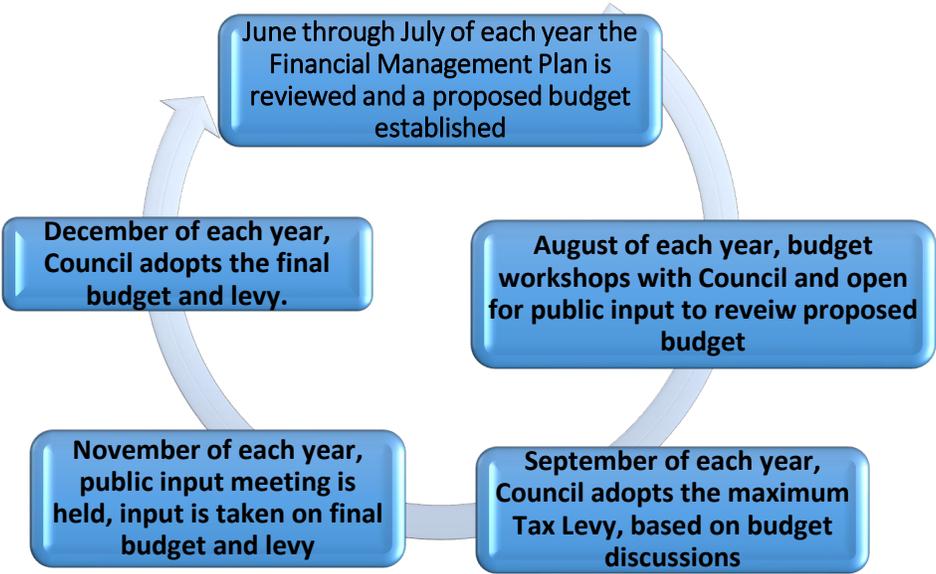
In **June**, the **Finance Director** provides budget worksheets to each department director, outlining revenue and expenditure projections for the next five years and their impact on the levy. In **July**, the Finance Director and **City Administrator** meet with each department to discuss any adjustments needed from the preliminary budget documents. During the **July and August public budget workshops**, the City Council reviews the preliminary needs and revenue sources of each department, ensuring alignment with strategic planning and City Council priorities. At these workshops, significant changes in the budget—whether increases or decreases—are highlighted, along with updates on the City's tax capacity and levy. The impact on property taxes is discussed, not just for the upcoming budget but also for concept budgets, providing a clear outlook for planning purposes. All relevant information is made available on the City's website under the Finance page, both as a PDF and video, allowing the public to view and provide input if they are unable to attend the public budget workshops. Beginning in **2025**, the goal is for staff to create mini YouTube videos on all aspects of the budget development process.

Each year, the City Council is required to adopt a **maximum tax levy ceiling** and **preliminary budget by September 30**. The tax levy figures establish the maximum allowable tax levy increase that the Council can consider for the upcoming budget year, and they are used for the individual parcel-specific **Truth-in-Taxation** notices. Historically, the City has utilized the maximum tax levy as a way to preserve flexibility in decision-making until later in the year, when the final budget adoption is considered. In **November**, the City Council will meet to review the recommended budget in preparation for the final budget adoption. This meeting is open to the public, and the public is encouraged to provide input on the budget.

In **December**, the City Council considers the adoption of the final budget. The **Council** and **staff** at the City of Big Lake work diligently to make responsible financial decisions that prepare for the future while ensuring

the provision of high-quality services to residents and businesses. The community expects this level of commitment from its City government, and with the guidance of the City Council, the staff works tirelessly to meet these expectations. City staff takes pride in its efforts to deliver high-quality services in a cost-effective manner, a commitment that is reflected in the **2025** budget, which will be adopted on **December 11, 2024**.

A full review of the City’s budget is available on the City’s website.



Budget Amendment Process

State statute provides several ways to amend the budget. The first method involves the reallocation of existing appropriations among the line items within a specific fund. The second method outlines scenarios in which the governing body can amend the budget without a hearing. For instance, if revenues exceed expectations in areas such as donations, land sales, or fee-based line items, this increase in revenue can offset the rise in expenditures while still maintaining a balanced budget.

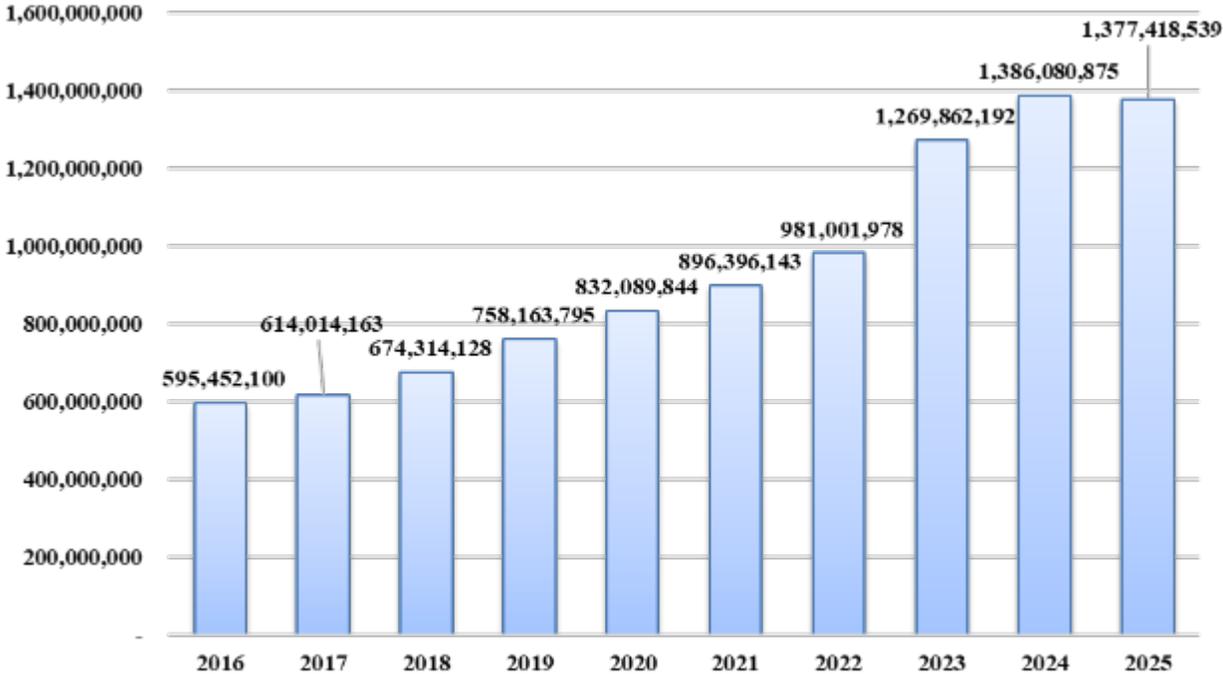
The **Finance Director** is responsible for ensuring compliance with the spending limitations imposed by the budget. To assist in this, the Finance Director submits regular monthly reports comparing actual revenues and expenditures to the budgeted amounts. These reports are provided to the **City Council** and **Department Directors** for budget reviews. If, during these reviews, it becomes apparent that the original spending authority will not be sufficient, the **Finance Director** will request transfers of spending authority or additional spending authority, along with explanations for the requests. Budget amendments are approved by the Council at the end of the year.



City Tax Levy Information

Taxable Market Value

For 2025, the City’s Taxable Market Value, which is the estimated market value of all properties (real estate and personal property) within the City less any applicable market value exclusion, decreased by 1%, from \$1.386 billion in 2024 to \$1.377 billion for 2025. When the City’s Taxable Market Value changes, there is an impact to the City’s Tax Rate. Since 2015, the City’s Taxable Market Value has increased by 139%.



Net Tax Capacity Value

The County Assessor determines the market value for each parcel by January 1st of the year before taxes are payable. In addition, each parcel is assigned a class rate based on the use of the property as determined by the legislature. To determine the parcel tax capacity, the parcel market value (less exclusion) is multiplied by the class rate to equal the parcel tax capacity.

PARCEL MARKET VALUE * CLASS RATE = PARCEL TAX CAPACITY

Property Tax Class			
Class	Rate	Class	Rate
Residential Homestead		Market-Rate Apartments	1.25%
1 st \$500,000	1.00%	Low-Income Rental Housing per unit	0.25%
>\$500,000	1.25%	Commercial/Industrial	
Residential - Non Homestead		1 st \$150,000	1.50%
Single Unit		>\$150,000	2.00%
1 st \$500,000	1.00%		
>\$500,000	1.25%		
2-3 unit buildings	1.25%		

VALUES AND CLASSIFICATION		
Taxes Payable Year	2023	2024
Estimated Market Value	281,700	294,900
Homesite Exclusion	11,887	10,699
Other Exclusions	0	0
Taxable Market Value	269,813	284,201
Property Classification	RES HMSTD	RES HMSTD

Step
1

← Taxable Market Value

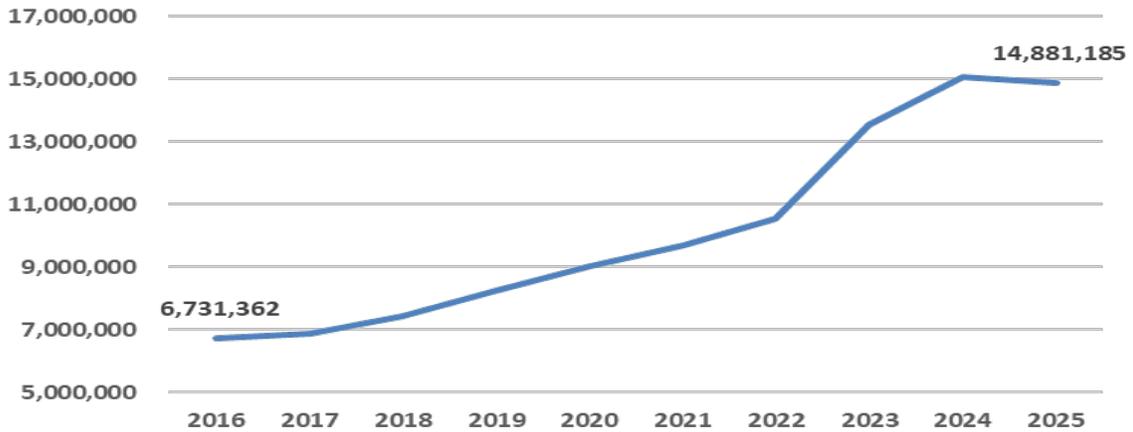
Parcel market value * class rate = parcel tax capacity (\$284,201 * 1% = \$2,842.01)

For taxes payable in 2025, the maximum exclusion amount for the **Homestead Market Value Exclusion** was increased to **\$38,000** for properties valued at **\$95,000**, with no exclusion for properties valued over **\$517,200**. In prior years, the exclusion amount was **\$30,400** for properties valued at **\$76,000**, with no exclusion for properties valued over **\$413,800**. The exclusion reduces the taxable market value of qualifying homestead properties, which in turn decreases the net property taxes owed. An example of how the **Homestead Market Value Exclusion** is calculated follows:

	Market Value \$95,000	Market Value \$150,000	Market Value \$300,000	Market Value \$520,000
Exclusion amount	\$38,000	\$33,050	\$19,550	\$0
Remaining market value	\$57,000	\$116,950	\$280,450	\$520,000
Tax capacity of remaining market value (used to calculate taxes)	\$570	\$1,170	\$2,805	\$5,200
Taxes owed (calculated using average total tax rate of 102.75%)	\$586	\$1,202	\$2,882	\$5,343

The **tax capacity** of a parcel determines the amount of taxes that will be applied to that parcel based on the needs of various government entities, including the **City, School District, County, and State**. The **City's Net Tax Capacity Value** (which is the net tax capacity of all taxable parcels within the City, excluding properties located in a tax increment financing district) is used to calculate the City's **tax rate**. As the taxable market value increases, the City's net tax capacity will also increase. Since **2015**, the City's tax capacity has risen by **121%**. However, for **2025**, the City's tax capacity has decreased by **1%**, totaling over **\$14.881 million**, due to changes in the **homestead exclusion**.

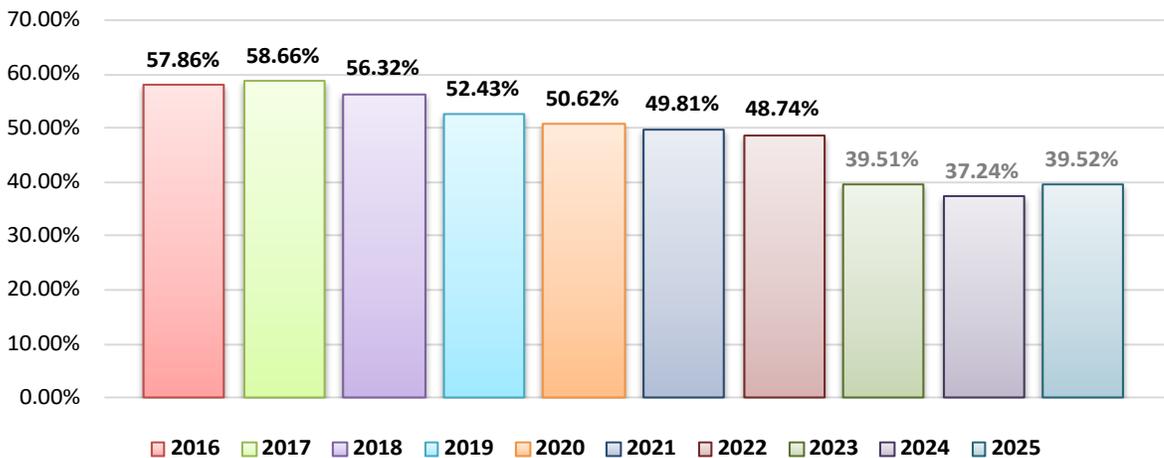
Net Tax Capacity



City Tax Rate

Local Governments do not directly set the tax rate, but instead the tax rate is a function of the levy and the local tax base. The City’s total tax rate is calculated based on the total levy amount (funds needed to cover City services) divided by the City’s net tax capacity for that year. For 2025 the total levy increased by \$279,041 or 4.98%, and the City’s tax rate will increase by 2.27%.

City Tax Rates



Using the proposed 2025 City tax rate and based on a \$400,000 home, the property taxes received in Big Lake are below the average. The average tax rate among comparable cities is **46.79**, resulting in a total property tax of **\$4,940**. In contrast, the City of Big Lake’s tax rate is **38.718**, with a total property tax of **\$4,886**.

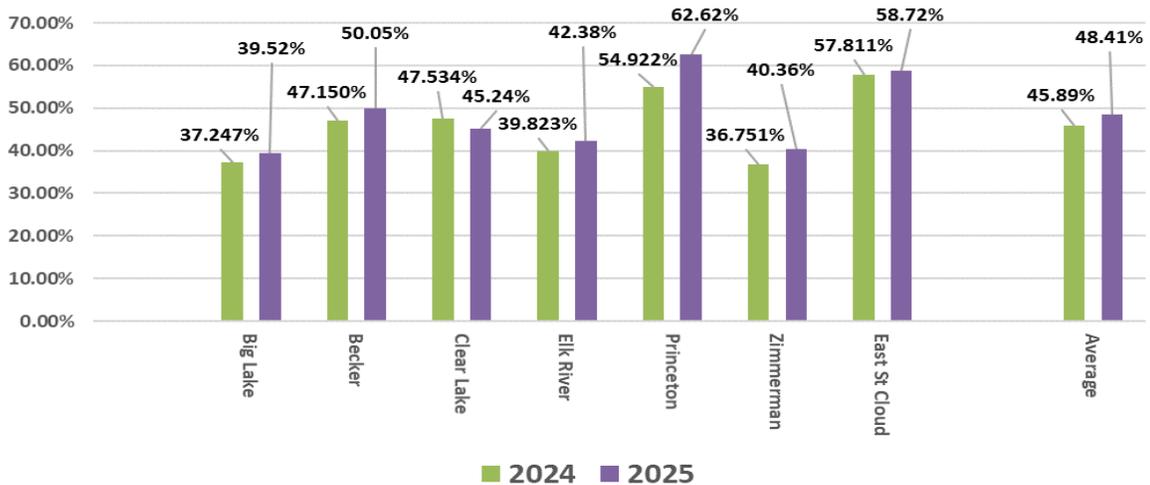
Of this amount, the City’s portion is only **\$1,508**, which is well below the average. It is important to note that the City Council only has authority over the City’s portion of property taxes, not the total tax amount, which includes county, school district, and other taxing jurisdictions.

City	City Tax Rate	Homestead Property Tax	City Portion Property Tax
Becker	48.928	\$ 5,174	\$ 1,906
Big Lake	38.718	\$ 4,886	\$ 1,508
Elk River	39.524	\$ 5,159	\$ 1,539
Princeton	56.535	\$ 4,918	\$ 2,202
Zimmerman	38.244	\$ 5,049	\$ 1,539
St Cloud	53.973	\$ 5,115	\$ 2,102
Buffalo	51.965	\$ 4,968	\$ 2,024
Monticello	37.701	\$ 4,124	\$ 1,468
Clearwater	55.526	\$ 5,067	\$ 2,162

Average	46.79044	\$ 4,940	\$ 1,828
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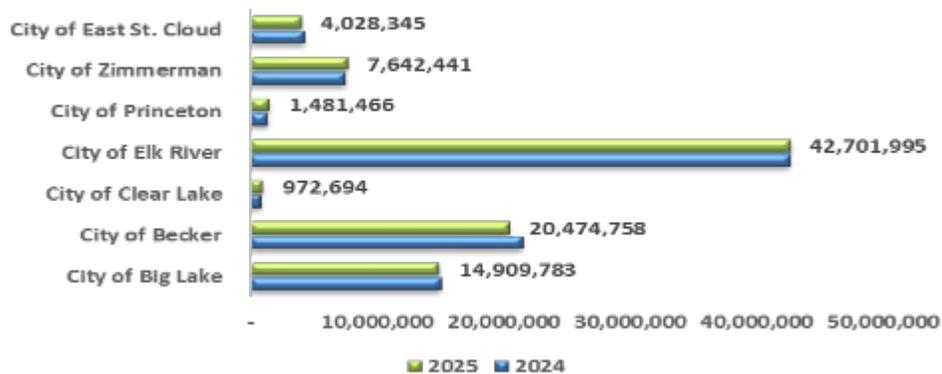


Compared to other Cities in Sherburne County, the City's tax rate (not including the tax rate for the EDA) is below the average of 46.79% for 22025.



Also notice that the City's total tax capacity increase is in the top percentage for all increases in Sherburne County, which is a sign of growth.

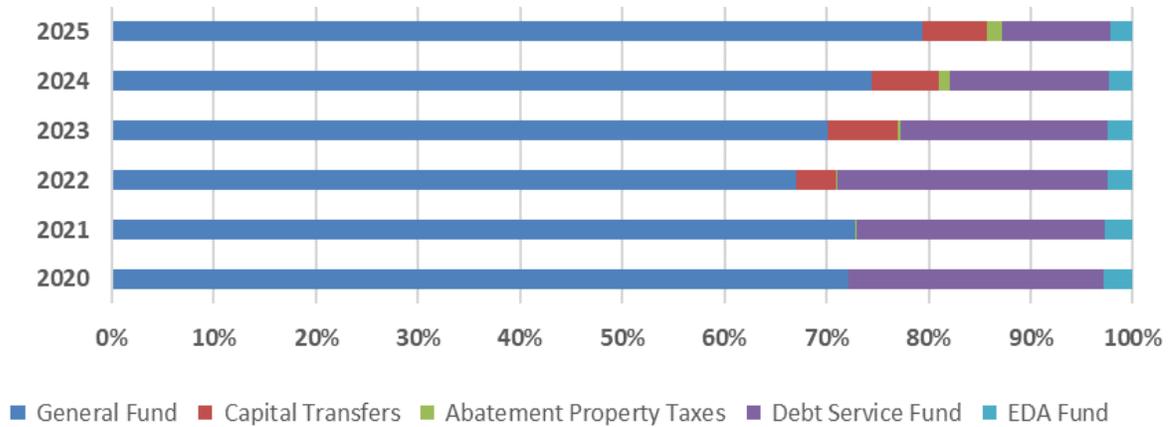
Tax Capacity Comparisons



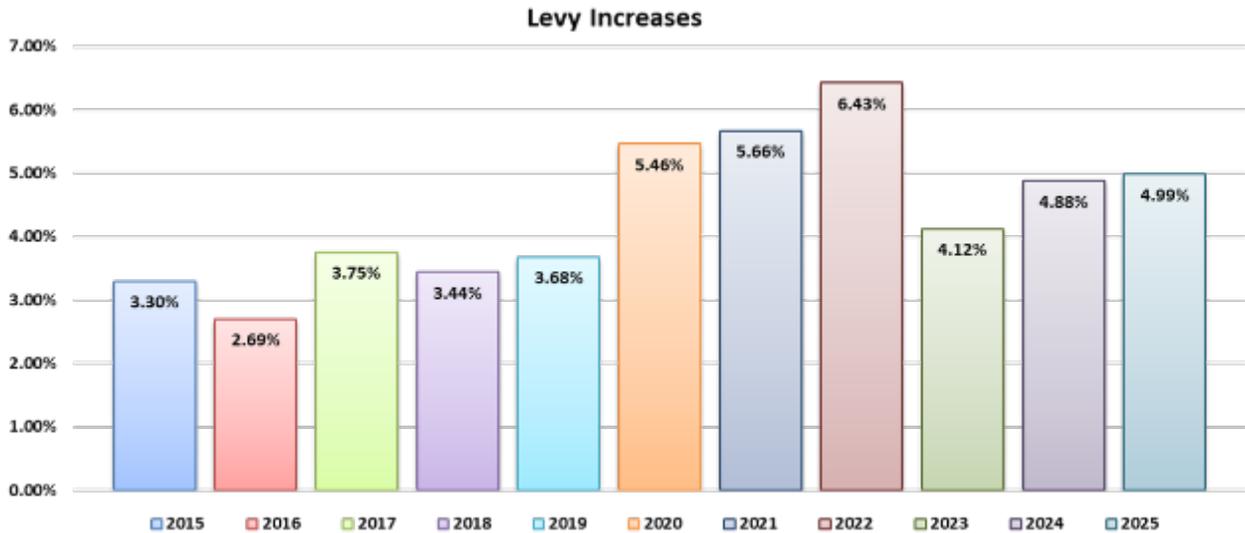
City Tax Levy

The total levy for the City has increased an average of 4.41% per year from 2014 through 2025. The general fund levy, these are the funds that are used to provide the services to the taxpayers, has increased since 2015. This increase reflects the population increase of 12% since 2015 and the inflationary increase of 2% per year. The Debt Service levy, this is the yearly principal and interest payments of non-enterprise fund debt, has decreased since 2015 by 41%.

City of Big Lake Property Tax Levy

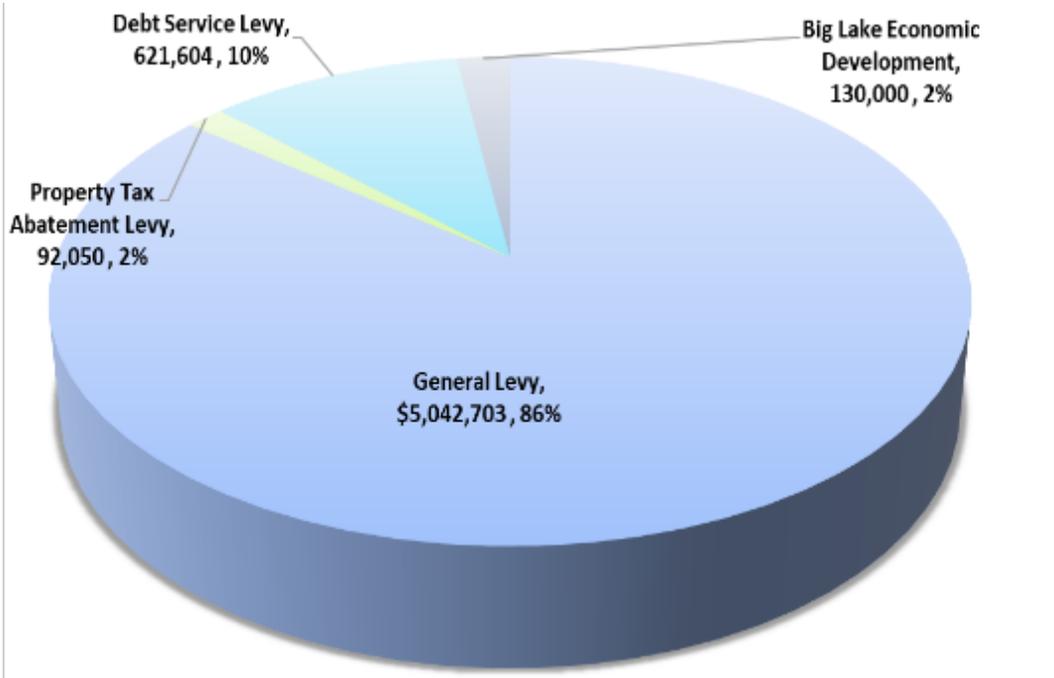


The changes in the levy over the years represents the increase in the cost to provide City services as well as new debt.



When reviewing the proposed 2025 tax levy, 2% is allocated toward the Big Lake Economic Development Authority, 2% for Property Tax Abatement, 10% for Debt Service and the remaining 86% is the general levy. The general levy are the funds needed to balance the budget to provide the services for the City.

Component of Tax Levy	2024	2025	\$ Change	% Change
General Levy	\$ 4,542,990	\$ 5,042,703	\$ 499,713	11.00%
Property Tax Abatement Levy	57,050	92,050	35,000	61.35%
Debt Service Levy	877,276	621,604	(255,672)	-29.14%
Big Lake Economic Development	130,000	130,000	-	0.00%
	\$ 5,607,316	\$ 5,886,357	\$ 279,041	4.98%



Before setting the actual levy, the City must first estimate expected expenditures for the upcoming calendar year. This is accomplished through the preparation of the **City Budget**, a process that begins in **June** and continues until the final budget is adopted in **December**. After identifying all anticipated **non-property tax revenues**, including various forms of **state aid**, the City subtracts those revenues from the total projected expenditures. The remaining amount represents what must be collected through the **property tax levy**. It is important to note that the City will only receive the amount it levies—nothing more.

The City’s **governmental funds** are an area of high visibility because they include the property tax levy. The City levies for the **General Fund** (including capital transfers), **Abatement Property Taxes**, **Debt Service Fund**, and the **Big Lake Economic Development Authority Fund**. To maintain a conservative fiscal approach, the City budgets for a **97–98% collection rate**, which aligns with the actual collection rate experienced annually.

In 2025, the total property tax levy will be \$5,886,357, of which \$5,042,703 is needed to balance the General Fund budget, \$621,604 will be allocated for the 2025 Debt Service payments, \$92,050 is allocated for a Property Tax Abatement and the remaining \$130,000 is for the Big Lake Economic Development Authority.

2025 Tax Levy Detail

	<u>2025 Final</u>	<u>2024 Adopted</u>	<u>Inc/(Dec)</u>	<u>% Change</u>
General				
General Fund	\$ 4,672,703	\$ 4,172,990	\$ 499,713	
Capital Improvement Fund Transfers	370,000	370,000	-	
Total General Levy	<u>\$ 5,042,703</u>	<u>\$ 4,542,990</u>	<u>\$ 499,713</u>	11.00%
Specials:				
<i>Abatement Property Tax Levy</i>				
Abatement Levy- The Garage Guys/Lupulin 65-564-004	7,050	7,050	-	0.00%
Abatement Levy - Carlson Group 65-508-0110	85,000	50,000	35,000	70.00%
Total Property Tax Abatement Levy	<u>\$ 92,050</u>	<u>\$ 57,050</u>	<u>\$ 35,000</u>	61.35%
<i>Abatement/TIF Debt Levy</i>				
GO Taxable Tax Abatement- Series 2016A	147,665	173,176	(25,511)	-14.73%
Debt:				
2015A GO Refunding Bonds	69,309	302,160	(232,851)	-77.06%
2016B GO Capital Improvement Plan Bonds	56,870	57,855	(985)	-1.70%
2016C GO Crossover Refunding Bonds	347,760	344,085	3,675	1.07%
2021A GO Improvement Bonds (excess cash on hand)	-	-	-	100.00%
2022A GO Improvement Bonds (excess cash on hand)	-	-	-	100.00%
Total Specials and Debt Levy	<u>713,654</u>	<u>934,326</u>	<u>(220,672)</u>	-23.62%
Total General Fund, Specials and Debt Levy	<u>\$ 5,756,357</u>	<u>\$ 5,477,316</u>	<u>\$ 279,041</u>	
Big Lake Economic Development Authority Levy	\$ 130,000	\$ 130,000	-	0.00%
Total City Levy	<u>\$ 5,886,357</u>	<u>\$ 5,607,316</u>	<u>\$ 279,041</u>	4.98%
City Tax Rate	2025 Final 39.52%	2024 Adopted 37.25%		2.27%

Impact on Taxpayers

For an owner of an average home in Big Lake valued at \$372,125, the estimated annual property tax bill from the City will increase by \$40, or approximately \$3.30 per month. This estimate assumes the parcel's value decreased by 1%. However, if the property value remained the same as in 2024, the increase in City taxes would be higher due to the increase in the City's tax rate. Conversely, if the City had maintained the same levy amount as 2024, the slight decrease in property values would have resulted in a slight reduction in property taxes. For taxes payable in 2025, residential property values have decreased by an average of 1%, while commercial and industrial property values have increased by approximately 4%. Under the adopted levy, an average commercial property valued at \$1 million will see an increase in City taxes of about \$754 annually. Apartment properties have experienced an average valuation increase of 10%, driven in part by new construction and increases in existing property values.

While **property tax revenue** remains a significant portion of the City’s overall revenue, other major sources include the **transfer from the municipal liquor store, intergovernmental revenues, licenses and Permits and charges for services**. These fees are set according to **City Council policy**, and a comprehensive listing of all City fees is included in the **budget document**.

Taxes Help Maintain Our Quality of Life:



For the safety of our community it costs \$1.38 per day, less than the cost of an espresso



For the maintenance of the wonderful parks and lakes it costs \$0.53 per day, less than the cost of an ice-cream cone



For the great crew that keeps our street in order it costs \$0.43 per day

Levy Per Capita over the years

Year	Population	City Levy	Levy Per Capita
2016	10,918	3,890,938	356
2017	11,174	4,129,927	370
2018	11,456	4,175,858	365
2019	11,551	4,329,410	375
2020	11,686	4,565,953	391
2021	11,771	4,824,599	410
2022	12,165	5,141,779	423
2023	12,492	5,346,485	428
2024	12,524	5,607,316	448
2025 est	12,610	5,886,357	467

The City of Big Lake takes great pride in being a responsible steward of taxpayers’ dollars. For the 2025 General Fund budget, the general levy totals \$5,042,703, which equates to a cost per capita of \$400 for Big Lake taxpayers. This figure reflects the City’s commitment to delivering essential services efficiently while maintaining fiscal responsibility.

Long-Term Approach to Financial Management

One of the strengths of the City Council’s budgeting process is its commitment to long-term financial planning. The Council not only reviews budget data for the upcoming year but also evaluates projections for future years to understand the broader financial impacts of current decisions. This forward-looking approach ensures that today’s choices support the City’s long-term sustainability. Council maintains a focus on policy-level decision-making—the “big picture”—while entrusting staff to implement these goals effectively and efficiently with the resources provided. The Council’s vision underscores a commitment to maintaining Big Lake as a thriving place to live and work. All staff recommendations presented for approval are directly tied to the Council’s adopted Strategic Plan, which serves as a guiding document for day-to-day operations and future planning.

In support of this approach, Five-Year Plans are prepared for each City fund, offering insights into each fund’s current financial condition, the impacts of past actions, and projections for future performance. These plans help the Council identify areas where policy changes may be needed and support informed, strategic financial decisions across all City operations.

General Fund

The Five-Year plan for the General Fund reflects tax levy increases necessary to deliver the current scope of services and capital replacement plans, assuming normal budget “pressures”.

Health Insurance – The City’s five-year plan reflects a 10% increase each year to the budget, which is consistent with past practices.

Wages – The City’s five-year plan reflects a 6% increase each year to the budget to reflect step increases as well as market value increases to the total pay plan to remain competitive in the market. It also reflects additional staffing needs.

Building Permits – The City’s five-year plan reflects growth to be slow and steady with only 15 new home permits a year.

Operational Expenditures – The City’s five-year plan reflects a 3% increase in some operation expenditures such as supplies and utilities to reflect trends.

Transfers to other funds – The City’s five-year plan reflects a yearly transfer, of \$25,000, to the Industrial Park fund to be applied to the outstanding Sewer Interfund loan. In addition, beginning year 2023, the plan reflects a \$270,000 transfer to the Street Maintenance fund for future projects and \$100,000 transfer to the Parks and Trails fund for future projects. Then beginning in 2026, the plan reflects an additional \$130,000 transfer to the Street Maintenance Fund.

Debt Service Funds and Levy

The Five-Year Plan for the Debt Service Funds outlines the annual debt payments for the City’s current outstanding obligations and includes projected debt payments and levy requirements should a future public facility be constructed. These projections ensure the City is prepared for both current and anticipated financial commitments. Additionally, the levy estimates incorporate funds that have been allocated toward future debt payments for the 2022 General Obligation (GO) Bond, which are accounted for in the Capital Construction

Funds. This proactive planning allows the City to responsibly manage its debt while maintaining flexibility for future infrastructure investments.

Capital Project

The Five-Year plan for the capital project funds reflects the future street and trail projects as well as the future capital purchases for the years 2025 through 2030 that will be funded if approved by the Council each budget year.

Economic Development Fund

The Five-Year Plan for the Economic Development Fund reflects a continued increase in the levy amount, rising from \$50,000 to \$130,000. Beginning with the 2019 budget, the City Council increased this levy to cover 50% of the Executive Director’s salary, which is held by the City’s Community Development Director. This adjustment reduced the wage expenditure in the General Fund for this position by half. However, starting with the 2023 budget, the Council revised the allocation so that 75% of the salary is now paid by the General Fund. This change provides a more accurate reflection of the time the Community Development Director dedicates to serving as the Executive Director of the Big Lake Economic Development Authority (BLEDA). Additionally, since 2020, BLEDA has been responsible for an annual payment of \$50,000 for Industrial Park Special Assessments that were originally paid by the Sanitary Sewer Fund. The Five-Year Plan also anticipates further increases in the levy to support BLEDA’s strategic goals, with planned adjustments to \$160,000 in 2026, \$210,000 in 2027, and \$250,000 in 2029.

Water and Sanitary Sewer Funds

The Five-Year plan for the water and sewer funds reflects a conservative approach when budgeting for future revenues. The anticipated number of new connections is down beginning in 2025 through 2030, new connections are anticipated at 15. The expenses take into consideration any future improvements to the infrastructure, such as new meters, wells, and expansions to the wastewater treatment plant.

The water treatment plant is arguably the most critical facility in the City. Its continuous safe and efficient operation is required to provide safe drinking water to more than 11,000 residents. With the award of the \$1,000,000 grant from the State, the City completed the expansion to the wastewater treatment plant that was needed to be able to service the continued growth of Big Lake. The City is currently looking at an expansion to the wastewater facility and the projected rate increases beginning in 2025 have taken into consideration the proposed cost of the expansion and the new debt that will need to be incurred.

Budget Overview

The 2025 Adopted Budget and the 2026–2030 Concept Budget represent the City’s ninth five-year budget cycle. For 2025, an additional year was added to align with the City’s long-term five-year planning framework. Utilizing a five-year projection supports long-term financial stability by providing a more accurate and comprehensive overview of City revenues and expenditures. Given recent economic challenges, this long-range planning has become increasingly essential.

The 2025 budget serves as a comprehensive decision-making document that reflects the full scope of the City’s operations. Work on the 2025 budget began in June 2024 and included three public budget workshops with the City Council, as well as several departmental meetings. These meetings focused on identifying new revenue sources, evaluating reductions to non-core services, and reviewing future debt obligations.

Since the 2016 budget cycle, the City has budgeted capital improvements and replacements in a separate Capital Asset Fund. This fund is supported by allocations from Local Government Aid, State Aid, excess General Fund balance, and a portion of the Liquor Store transfer. These dedicated resources help fund necessary infrastructure and equipment replacements.

The General Fund unassigned fund balance is projected at 55% of the 2026 concept budget, demonstrating the City’s commitment to maintaining strong reserves. All other funds are also budgeted to maintain a positive cash flow, ensuring long-term financial health.

A public hearing to gather resident input on the budget was held on November 25, 2024. This hearing replaced the former Truth-in-Taxation hearing, which was repealed by the state legislature. On December 11, 2024, the City Council adopted the 2025 Budgets, the Capital Improvement Plan, and the 2025 Tax Levy.

Conclusion

The remaining portions of this budget document provide detail on the funding sources and uses. The City sincerely hopes that all interested parties will find this document useful in evaluating the City’s programs and services. Supplemental information may be obtained from the Finance Department.



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SUMMARY BUDGET, OVERVIEW & ANALYSIS

All Funds Budget Summary

STATEMENT OF REVENUES AND EXPENDITURES - SUMMARY BUDGET ALL FUNDS - CITY OF BIG LAKE

	Actual			Budget		2024-2025	
	2021	2022	2023	2024	2025	\$ Change	% Change
REVENUE & OTHER USES							
General Fund							
Taxes	\$ 3,538,948	\$ 3,585,720	\$ 4,121,504	\$ 4,415,208	\$ 4,887,540	\$ 472,332	10.70%
Special assessments	5,167	5,040	834	3,000	1,000	(2,000)	-66.67%
Licenses and permits	730,551	798,583	723,587	644,497	713,445	68,948	10.70%
Intergovernmental revenues	473,421	506,759	591,371	477,790	497,579	19,789	4.14%
Franchise Fees	444,204	454,572	461,496	450,303	451,263	960	0.21%
Charges for services	283,444	307,555	284,446	246,411	248,078	1,667	0.68%
Fines and forfeitures	47,332	33,032	42,097	47,100	49,250	2,150	4.56%
Interest earnings	(138,686)	(576,434)	445,332	37,000	64,534	27,534	74.42%
Contributions/Donations	16,103	37,555	27,270	1,500	1,500	-	
Miscellaneous revenue	19,740	37,134	97,366	2,500	2,500	-	
Transfer In from Other Funds	450,000	506,842	450,000	450,000	450,000	-	
Total General Fund	\$ 5,870,224	\$ 5,696,358	\$ 7,245,303	\$ 6,775,309	\$ 7,366,689	\$ 591,380	8.73%
Capital Funds							
Taxes & Tax Increment	\$ 214,119	\$ 230,558	\$ 217,339	\$ 94,000	\$ 216,000	\$ 122,000	129.79%
Special assessments	15,946	17,322	16,240	15,946	15,946	-	
Intergovernmental revenues	1,256,419	874,502	1,428,244	877,751	607,500	(270,251)	-30.79%
Franchise Fees	42,532	31,788	27,676	-	270,000	270,000	100.0%
Charges for services	46,541	202,492	189,204	-	-	-	
Interest earnings	37,557	78,088	242,480	4,500	4,500	-	
Contributions/Donations	16,925	10,920	-	-	-	-	
Miscellaneous revenue	105,526	1,847	1,847	-	-	-	
Issuance of Debt	3,239,858	5,359,111	60,317	-	-	-	
Sales of Capital Assets	37,550	78,271	58,751	17,000	-	(17,000)	-100.00%
Transfer In from Other Funds	1,139,350	669,297	842,429	155,611	148,611	(7,000)	-4.50%
Total Capital Funds	\$ 6,152,323	\$ 7,554,196	\$ 3,084,527	\$ 1,164,808	\$ 1,262,557	\$ 97,749	8.39%
Special Revenue Funds							
Taxes	\$ 129,966	\$ 129,100	\$ 129,860	\$ 129,100	\$ 129,100	\$ -	
Licenses and permits	3,880	2,200	4,930	2,200	2,500	300	13.64%
Intergovernmental revenues	19,580	614,401	248,688	1,000	1,000	-	
Charges for services	-	10	17,000	10	10	-	
Fines and forfeitures	35,922	-	54,979	-	-	-	
Interest earnings	7,933	1,000	21,824	2,836	2,700	(136)	-4.80%
Contributions/Donations	51,051	38,300	86,312	36,000	31,500	(4,500)	-12.50%
Miscellaneous revenue	24	1,200	52	25,001	1,200	(23,801)	-95.20%
Transfer In from Other Funds	600,000	-	-	5,000	10,000	5,000	100.00%
Total Special Revenue Funds	\$ 848,356	\$ 786,211	\$ 563,645	\$ 201,147	\$ 178,010	\$ (23,137)	-11.50%
Debit Service Funds							
Taxes	\$ 1,193,360	\$ 1,144,326	\$ 873,302	\$ 877,276	\$ 621,605	\$ (255,671)	-29.14%
Special assessments	257,274	197,094	159,347	515,328	514,163	(1,165)	-0.23%
Intergovernmental revenues	75,174	323,242	197,518	198,340	201,923	3,583	1.81%
Interest earnings	6,235	54,718	21,359	2,108	1,646	(462)	-21.92%
Issuance of Debt & Premium	126,827	270,693	-	-	-	-	
Transfer In from Other Funds	219,276	836,937	189,986	42,000	42,000	-	
Total Debt Service Funds	\$ 1,878,146	\$ 2,827,010	\$ 1,441,512	\$ 1,635,052	\$ 1,381,337	\$ (253,715)	-15.52%
Enterprise Funds							
Charges for services	\$ 5,556,769	\$ 5,435,612	\$ 5,870,340	\$ 5,668,165	\$ 6,010,881	\$ 342,716	6.05%
Interest earnings	89,791	163,529	354,446	32,110	113,500	81,390	253.47%
Trunk and Access Charges	1,079,254	1,162,644	747,605	222,750	-	(222,750)	-100.00%
Miscellaneous revenue	89,629	39,383	67,225	2,525	2,525	-	
Capital Contribution	3,352	-	-	-	-	-	
Transfer In from Other Funds	-	19,000	-	-	-	-	
Sales	5,634,710	5,623,585	5,445,462	5,459,428	5,472,139	12,711	0.23%
Total Enterprise Funds	\$ 12,453,505	\$ 12,443,753	\$12,485,078	\$11,384,978	\$ 5,459,428	\$ 214,067	1.88%
TOTAL REVENUES & OTHER SOURCES:	\$ 27,202,554	\$ 29,307,528	\$24,820,065	\$21,161,294	\$15,648,021	\$ (4,487,463)	-21.21%

All Funds Budget Summary – (continued)

STATEMENT OF REVENUES AND EXPENDITURES - SUMMARY BUDGET ALL FUNDS - CITY OF BIG LAKE

	Actual			Budget		2024-2025	
	2021	2022	2023	2024	2025	\$ Change	% Change
EXPENDITURES & OTHER USES							
General Fund							
Personnel Services	\$ 3,287,481	\$ 3,557,959	\$ 3,801,866	\$ 4,319,889	\$ 4,761,878	\$ 441,989	10.23%
Professional Services	174,062	206,283	181,726	169,295	180,768	11,473	6.78%
Operational	1,504,631	1,613,133	1,860,008	1,834,080	1,963,182	129,102	7.04%
Debt Service Payments	7,831	7,831	15,444	-	-	-	
Transfers Out	719,107	650,041	804,823	455,611	460,861	5,250	1.15%
Total General Fund	\$ 5,693,113	\$ 6,035,247	\$ 6,663,867	\$ 6,778,875	\$ 7,366,689	\$ 587,814	8.67%
Capital Funds							
Operational	\$ 153,694	\$ 84,879	\$ 127,500	\$ 43,000	\$ 48,500	\$ 5,500	12.79%
Debt Service Payments	32,029	23,073	22,996	22,915	22,996	81	0.35%
Capital Outlay	3,422,930	6,488,496	1,680,000	1,695,500	1,933,361	237,861	14.03%
Transfers Out	503,834	778,382	82,000	332,000	250,000	(82,000)	-24.70%
Total Capital Funds	\$ 4,112,487	\$ 7,374,830	\$ 1,912,496	\$ 2,093,415	\$ 2,254,857	\$ 161,442	7.71%
Special Revenue Funds							
Personnel Services	\$ 80,002	\$ 80,990	\$ 48,861	\$ 51,189	\$ 54,651	\$ 3,462	6.76%
Professional Services	27,229	6,000	5,000	11,100	11,900	800	7.21%
Operational	11,561	39,340	90,270	122,637	109,643	(12,994)	-10.60%
Debt Service Payments	627	-	-	-	-	-	
Transfers Out	46,362	46,362	1,272,208	50,000	50,000	-	
Total Special Revenue Funds	\$ 165,781	\$ 172,692	\$ 1,416,339	\$ 234,926	\$ 226,194	\$ (8,732)	-3.72%
Debit Service Funds							
Debt Service Payments	\$ 1,821,063	\$ 2,091,357	\$ 2,238,533	\$ 2,381,250	\$ 1,999,192	\$ (382,058)	-16.04%
Transfers Out	338,330	56,842	40,116	38,963	35,070	(3,893)	-9.99%
Total Debt Service Funds	\$ 2,159,393	\$ 2,148,199	\$ 2,278,649	\$ 2,420,213	\$ 2,034,262	\$ (385,951)	-15.95%
Enterprise Funds							
Personnel Services	\$ 1,777,562	\$ 2,192,266	\$ 2,437,127	\$ 2,532,135	\$ 2,861,080	\$ 328,945	12.99%
Professional Services	360,641	108,975	111,281	120,600	122,350	1,750	1.45%
Operational /Depreciation	3,559,671	4,016,835	1,639,784	4,622,303	4,397,666	(224,637)	-4.86%
Cost of Goods Sold	4,060,152	3,627,184	4,012,917	4,001,261	4,126,071	124,810	3.12%
Debt Service Payments	351,779	205,118	245,612	272,076	161,916	(110,160)	-40.49%
Transfers Out	624,683	968,032	588,063	2,238,000	1,183,000	(1,055,000)	-47.14%
Total Enterprise Funds	\$ 10,734,488	\$ 11,118,410	\$ 9,034,784	\$13,786,375	\$12,852,083	\$ (934,292)	-6.78%
TOTAL EXPENDITURE/EXPENSES	\$ 22,865,262	\$ 26,849,378	\$21,306,135	\$25,313,804	\$24,734,085	\$ (579,719)	-2.29%
& OTHER SOURCES:	\$ 4,337,292	\$ 2,458,150	\$ 3,513,930	\$ (4,152,510)	\$ (9,086,065)	\$ (3,907,745)	94.11%
CHANGE IN Fund Balance	\$ 4,337,292	\$ 2,458,150	\$ 3,513,930	\$ (4,152,510)	\$ (9,086,065)	\$ (3,907,745)	94.11%
Fund Balance January 1	\$ 46,389,988	\$ 50,727,280	\$53,185,431	\$56,699,360	\$52,546,851		
Fund Balance December 31	50,727,280	53,185,431	56,699,360	52,546,851	43,460,786		

General Fund Operations Budget Summary

STATEMENT OF REVENUES AND EXPENDITURES - 2025 SUMMARY BUDGET - GENERAL FUND

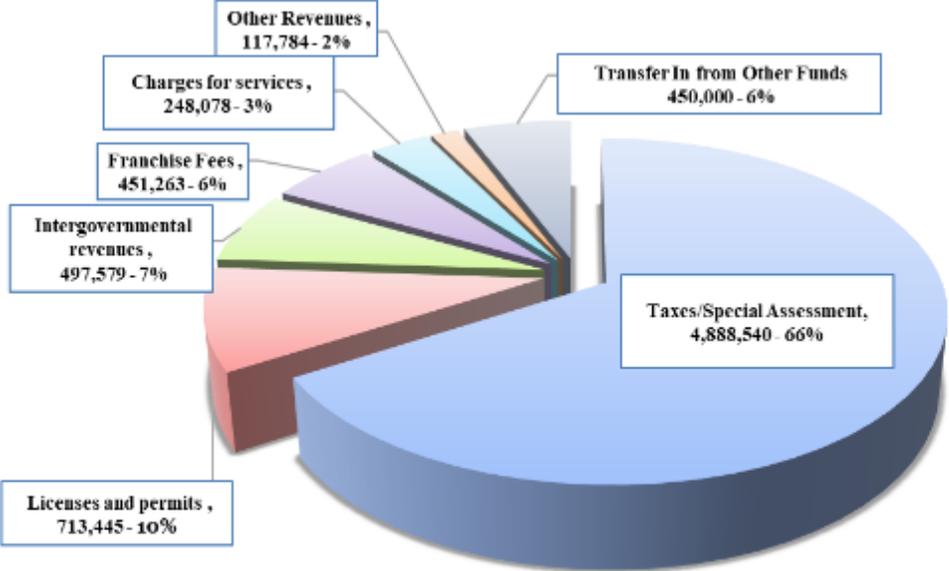
	<u>2024 - 2025</u>					
				<u>2025</u>		
	<u>2023</u>	<u>2024</u>	<u>Budget</u>	<u>Adopted</u>	<u>\$ Change</u>	<u>% Change</u>
	<u>Actual</u>			<u>Budget</u>		
REVENUE						
Taxes	\$ 4,121,504	\$ 4,415,208		\$ 4,887,540	\$ 472,332	10.70%
Special assessments	834	3,000		1,000	(2,000)	-66.67%
Licenses and permits	723,587	644,497		713,445	68,948	10.70%
Intergovernmental revenues	591,371	477,790		497,579	19,789	4.14%
Franchise Fees	461,496	450,303		451,263	960	0.21%
Charges for services	284,446	246,411		248,078	1,667	0.68%
Fines and forfeitures	42,097	47,100		49,250	2,150	4.56%
Interest earnings	445,332	37,000		64,534	27,534	74.42%
Contributions/Donations	27,270	1,500		1,500	-	0.00%
Miscellaneous revenue	97,366	2,500		2,500	-	0.00%
Transfer In from Other Funds	450,000	450,000		450,000	-	0.00%
Total Current year revenues	<u>7,245,303</u>	<u>6,775,309</u>		<u>7,366,689</u>	<u>591,380</u>	<u>8.73%</u>
Prior year Donations - Designed Fund Balance	9,546	3,566		-	(3,566)	-100.00%
TOTAL GENERAL FUND REVENUES BUDGET	<u>\$ 7,254,849</u>	<u>\$ 6,778,875</u>		<u>\$ 7,366,689</u>	<u>\$ 587,814</u>	<u>8.67%</u>
					<u>2024 - 2025</u>	
			<u>2025</u>			
	<u>2023</u>	<u>2024</u>		<u>Adopted</u>	<u>\$ Change</u>	<u>% Change</u>
	<u>Actual</u>			<u>Budget</u>		
EXPENDITURES						
Mayor/Council	\$ 32,811	\$ 33,426		\$ 33,681	\$ 255	0.76%
Planning and Zoning	203,895	223,568		238,666	15,098	6.75%
Elections	305	36,100		2,000	(34,100)	-94.46%
Administration and Finance	577,153	558,845		588,655	29,810	5.33%
IT - Computer/Software/Maintenance	139,175	139,399		160,539	21,140	15.17%
BLCSC	129,120	72,966		73,661	695	0.95%
EDA	153,112	172,166		183,411	11,245	6.53%
Building Inspection	229,553	238,921		223,104	(15,817)	-6.62%
Engineering	90,537	110,854		137,914	27,060	24.41%
Fleet Maintenance	249,677	216,396		232,182	15,786	7.29%
Streets	612,279	680,547		765,234	84,687	12.44%
Parks	623,760	688,855		692,430	3,575	0.52%
Police	2,333,170	2,693,421		3,104,124	410,703	15.25%
Fire	364,614	337,478		348,918	11,440	3.39%
Community - Recreation	106,192	120,322		121,309	987	0.82%
Transfers out	820,267	455,611		460,861	5,250	1.15%
TOTAL GENERAL FUND EXPENDITURES	<u>6,665,620</u>	<u>6,778,875</u>		<u>7,366,689</u>	<u>587,814</u>	<u>8.67%</u>
NET REVENUE OVER (UNDER) EXPENSE	<u>\$ 589,229</u>	<u>\$ 0</u>		<u>\$ 0</u>	<u>\$ (0)</u>	
Unassigned Fund Balance - Projected	\$ 4,017,294	\$ 4,117,294		\$ 4,117,294		
Percentage of Expenditures:						
Unassigned Fund Balance - between 42% - 50%	59.26%	55.89%		52.76%		

City Wide Budgets

In reviewing the budgets, it is important to note the strong role the City Council plays in creating the budgets. The Council governs by providing strategic leadership and articulating a collective community vision. The Council reviews budget information at a policy level by concentrating on achieving desired results within a broad context of what the community can afford.

As in previous years, the budget reflects the hard work and dedication of many. The attention to detail and demonstrated interest in quality services ensures that the recommended budget exists as a realistic target, striving to fulfill Council’s broadest and highest policy directives. The Council provides specific direction annually on the maximum amount of property tax that the Council will consider. The Council is sensitive to fee levels in addition to the property tax.

The City’s largest fund, the General Fund, includes different revenue sources described below. It is estimated that the City will collect \$7.3 million in general fund revenue in 2025, with 66% of the revenue coming from the property tax levy.



Property Taxes (Taxes/Special Assessment)

The general fund property tax is the primary source of general fund revenues, and it is the largest tax collected by the City for any fund. The City will only receive taxes for the amount that is levied each year, plus penalties and interest on taxes paid late.

Franchise Fees

The fee is collected by gas and electric companies and remitted to the City to support the maintenance of street improvement and public rights-of-way. These funds are transferred to the CIP Fund 196 on a yearly basis. Residential accounts are charged **\$4.00 per month**, while commercial accounts are charged **\$8.00 per month**.

Licenses and Permits

This category includes **building permits, liquor licenses**, and other licenses. The City takes a **conservative approach** when budgeting for these revenues, basing the yearly estimate on **prior years' activity** and any **known development** projects at the time.

Intergovernmental

These funds consist of **grants, programs, and formula-driven aid** from state and federal governments, supporting **roads, emergency response**, and other services. The City takes a **conservative approach** when estimating the annual amount received for state aid, basing the budget on **prior years' trends**.

Charges for Services

These are user fees imposed to generate the necessary funding for operating city facilities, specifically from those who utilize them. This category includes the **street light fee** charged on every water bill, as well as the **fleet maintenance services** provided to the Fire Department. Similar to other revenue sources, the City takes a **conservative approach** when budgeting for charges for services.

Transfers from other Funds

These funds represent the **yearly transfer from the Liquor Store**, which allocates its profits back into the community. This annual contribution helps support various city initiatives and services, reinvesting the store's earnings for the benefit of residents.

Other Revenues

The City's revenues include **investment earnings**, which are subject to a **fair market value (FMV) adjustment** at year-end. Each year, the City compares the market value of its investments to the book value. If the market value is higher, the adjustment increases the total revenues earned for that year. In previous years, these FMV adjustments have enabled the City to make **substantial year-end transfers** to capital funds for future projects. These transfers have funded **road projects, trails, and land acquisitions** that would not have been feasible without a significant increase to the general levy.

Revenue Sources

The 2025 total General Fund Revenues budget is \$7,366,689, reflecting an increase of \$87,814 over the 2024 budget. Property taxes continue to be the largest revenue source for the City, comprising 65% of the total revenue. The transfer from the municipal liquor store, Lake Liquor, accounts for 6% of the City's revenue. Without the continued growth and profitability of Lake Liquor, the City would not be able to make this transfer, which would require either an increase in the property tax levy or a reduction in City services. Other revenue sources include franchise fees, licenses and permits, intergovernmental sources, charges for services, fines and forfeits, donations, and investment income. These combined revenues support the City's ability to provide services while maintaining financial stability.

Property Taxes

The adopted tax levy which is \$5,886,357, is a 4.98% increase over the 2024 levy. This increase is inclusive of all City Council adopted levies as well as the Economic Development Authority (EDA) special levy. This is down slightly from the preliminary property tax levy the Council adopted in September. The levy includes a decrease of \$255,672 for the Debt Service levy, no change for the EDA levy, a \$35,000 increase for the Property Tax Abatement levy and an increase of \$499,713 to the General levy.

The table that follows provides a comparison of the 2025 adopted property tax levy to the 2024 adopted levy.

	<u>2025</u>	<u>2024</u>	<u>Inc/(Dec)</u>	<u>% Change</u>
General				
General Fund	\$ 4,672,703	\$ 4,172,990	\$ 499,713	
Capital Improvement Fund Transfers	370,000	370,000	-	
Total General Levy	<u>\$ 5,042,703</u>	<u>\$ 4,542,990</u>	<u>\$ 499,713</u>	11.00%
<u>Specials:</u>				
<i>Abatement Property Tax Levy</i>				
Abatement Levy- The Garage Guys/Lupulin 65-564-004	7,050	7,050	-	0.00%
Abatement Levy - Carlson Group 65-508-0110	85,000	50,000	35,000	70.00%
Total Property Tax Abatement Levy	<u>\$ 92,050</u>	<u>\$ 57,050</u>	<u>\$ 35,000</u>	61.35%
<i>Abatement/TIF Debt Levy</i>				
GO Taxable Tax Abatement- Series 2016A	147,665	173,176	(25,511)	-14.73%
<u>Debt:</u>				
2015A GO Refunding Bonds	69,309	302,160	(232,851)	-77.06%
2016B GO Capital Improvement Plan Bonds	56,870	57,855	(985)	-1.70%
2016C GO Crossover Refunding Bonds	347,760	344,085	3,675	1.07%
2021A GO Improvement Bonds (excess cash on hand)	-	-	-	100.00%
2022A GO Improvement Bonds (excess cash on hand)	-	-	-	100.00%
Total Specials and Debt Levy	<u>713,654</u>	<u>934,326</u>	<u>(220,672)</u>	-23.62%
Total General Fund, Specials and Debt Levy	<u>\$ 5,756,357</u>	<u>\$ 5,477,316</u>	<u>\$ 279,041</u>	
Big Lake Economic Development Authority Levy	\$ 130,000	\$ 130,000	-	0.00%
Total City Levy	<u>\$ 5,886,357</u>	<u>\$ 5,607,316</u>	<u>\$ 279,041</u>	4.98%

Tax Rates

The Council certifies to the County the property taxes to be collected from the taxpayers. How this tax burden is then distributed between commercial and industrial, apartments, and residential is based on decisions made by the state as well as changes in property values driven by market conditions and other factors.

Annual changes to the property tax capacity rate are driven by the following factors: 1) changes to the certified property tax levy; 2) changes in assessed property valuations; and 3) changes to tax increment. The Council certainly has a significant impact on the property tax capacity rate by what is certified for the tax levy, but the Council has no control over how taxes are spread across the various properties in the City. The State made a significant change in 2012 eliminating Market Value Homestead Credit and replacing it with Market Value Homestead Exclusion for residential property thus changing the distribution of taxes among properties by reducing the total taxable value within the City.

Based on the proposed increase in the tax levy, the City's 2025 estimated tax rate is 39.52%, up from 37.24% in 2024, including the Economic Development Authority (EDA) levy. It is important to note that this figure is not final; the City will receive the official 2025 tax rate from Sherburne County in March. The City Council does not directly set the tax rate—instead, Sherburne County calculates the rate once the City certifies its final levy. For 2025, there was a net decrease in the total valuation of properties within the City, primarily driven by changes to the Homestead Market Value Exclusion for residential properties. The total valuation on existing properties decreased by 4%, with the Net Tax Capacity decreasing by 1%. However, \$19,586,300 of the total valuation is attributed to new construction, which helps to offset the overall decline.

Transfer in from Other Funds

The budgeted transfer for 2025 from Lake Liquor is \$450,000, which helps support City services. The City extends its gratitude to the citizens of Big Lake for their continued support of Lake Liquor. Without the ongoing growth of the store, the City would not be able to rely on this transfer and would be faced with the difficult choice of either eliminating services or increasing the levy to make up for the loss in revenue.

Franchise Fees

The City of Big Lake adopted the Franchise Ordinance in 2014, allowing the City to charge public utility providers for the continued use and maintenance of City-owned rights of way. These fees are charged to utility providers, who, in turn, pass the fee along to their account holders. While many may view franchise fees as another form of taxation, this alternative method of revenue collection impacts more than just taxpayers. Renters, non-profits, and schools—groups typically exempt from property taxes—will also contribute to this fee since they benefit from essential City services. All revenue collected from franchise fees is dedicated to the General Fund, with \$370,000 transferred to the Capital Improvement Fund for Streets, Parks, and Trail maintenance. The remaining revenue helps offset the cost of providing various services to the community. Currently, utility providers charge their customers \$4.00 per month for residential accounts and \$8.00 per month for commercial accounts. Similar to the transfer from the liquor store, without the Franchise Ordinance, the City would have to either eliminate services or raise the tax levy. The slight increase in the 2025 budget is due to new development within the City.

License and Permits

For the 2025 General Fund budget, license and permit revenues are budgeted to increase by \$68,948. This increase reflects the typical trend of issuing 15 new home permits annually, along with additional commercial development. The City is forecasting a modest population growth of 3% per year and has taken this into account when projecting revenues. All other revenue sources within the license and permit category are also budgeted for slight increases.

Charges for Services/Fees

Fee increase or decreases are consistent with policy and Council direction. The budget document includes the Fees and Charges section with details all the specific fees for 2025. For 2025, the budget indicates a slight increase over 2024. Fees and charges are reviewed and adjusted annually based on the following criteria:

- Market Comparison
- Maximum set by external source – fees set by legislation or building code
- Cost of service / Utility fees

Intergovernmental Revenues

Intergovernmental revenues for the General Fund are projected at \$497,579, which represents approximately 7% of the total General Fund revenues. This category includes revenues from the State for Police and Fire retirement contributions, street maintenance, grants, and the Big Lake Township's contribution towards the City's library. For the 2025 budget, a slight increase over 2024 is anticipated due to an expected rise in State Aid for Police and Street Maintenance. However, in January 2025, the Fire Department will transition its retirement funds to the Statewide Volunteer Firefighter Plan (PERA), and moving forward, the City will no longer receive State Aid for Firefighter retirement. Instead, these funds will be directed to PERA for the Big Lake Fire Department's retirement plan.

Liquor Store Revenue

Sales are the main revenue source for the Liquor Fund, and in 2020, due to the pandemic, sales increased by 28%. In 2021, the Liquor Fund saw a slight decline in sales compared to 2020, and sales have continued to

trend downward slightly since. In 2023, sales were down by 3% compared to 2022, although they are still trending higher than the sales in 2019. In 2023, the Liquor Store began selling THC products, which resulted in unbudgeted revenue and expenses. Despite this, sales ended down by 3% from 2022.

The 2025 budget reflects a slight increase of 0.67% over the 2024 budget, based on the actual sales trends, and includes THC sales. The cost of goods sold is budgeted with a slight increase to match the projected sales. Gross profit has been consistent around 28% in recent years but is expected to decline slightly to 25% in 2025 due to increased costs of goods sold and a decrease in budgeted sales. The net profit before the transfer is expected to be 2%, with labor costs projected at 16% of sales. The net loss, including depreciation and transfers, is projected at \$354,770. The projected cash balance is expected to be 20% of the budget.



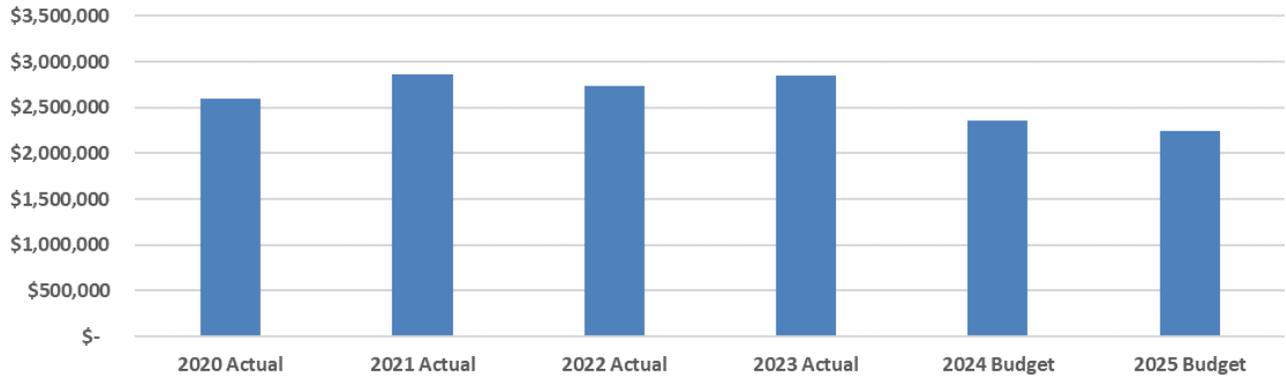
Utility Fees Revenue

Utility fees are determined based on a review of actual operating and capital spending, as well as an analysis of cash balance and net asset levels. For 2025, fixed rates for water and sewer will remain the same as in 2024 for all accounts, except for industrial (contract) accounts. Water usage fees for residential and commercial accounts will decrease by 5% compared to 2024, while sewer usage fees will increase by 8% for both residential and commercial accounts. For industrial (contract) accounts, both fixed and usage fees for water and sewer will increase by 8%, as per the signed contract.

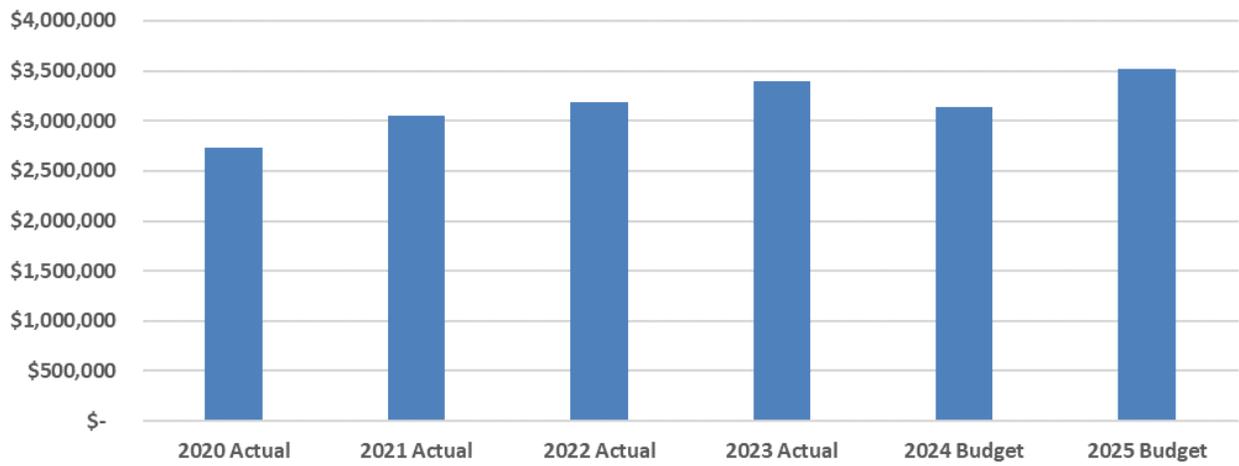
For municipal accounts, water usage fees will increase by 5%, as directed by the City Council, in order to help subsidize the water and sewer fund. This increase is budgeted in the 2025 General Fund Expenditures and will help keep utility fees consistent for all other users. Sewer usage fees are based on the actual water use from November through April, with the average water use during this period being used to calculate fees for the summer months of May through October.

The City's wastewater treatment facility is in the early stages of a much-needed expansion, which will result in increased rates starting in 2025 and continuing into future years. According to the long-term plan, sewer usage rates are projected to increase by 10% from 2026 to 2031. However, staff will continually review cash flow to determine the necessary rate increase to ensure the utility funds maintain a positive cash flow year over year.

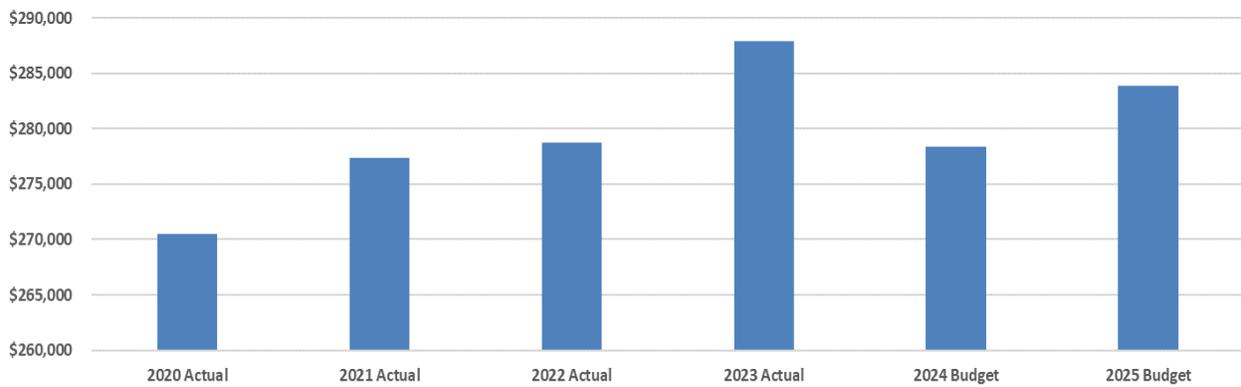
Water Revenues



Sewer Revenues



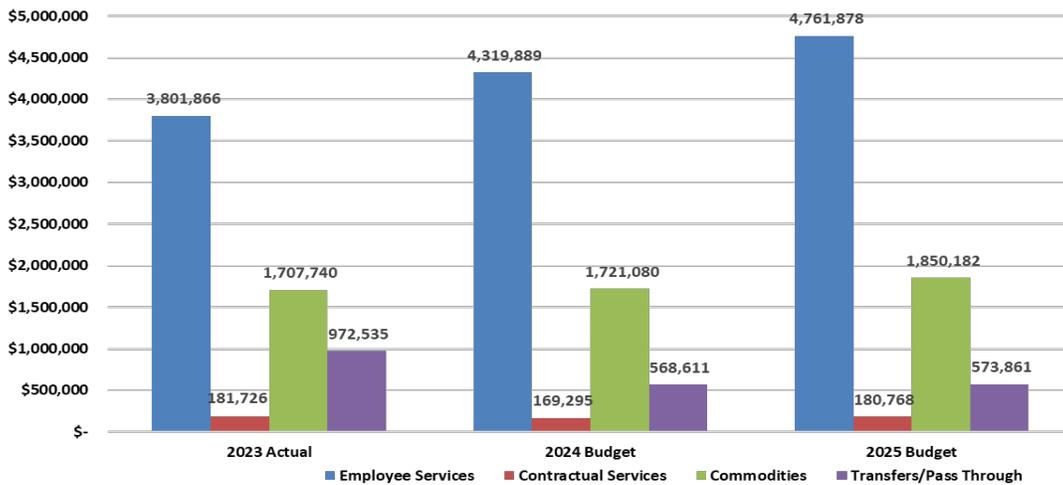
Storm Sewer Revenues



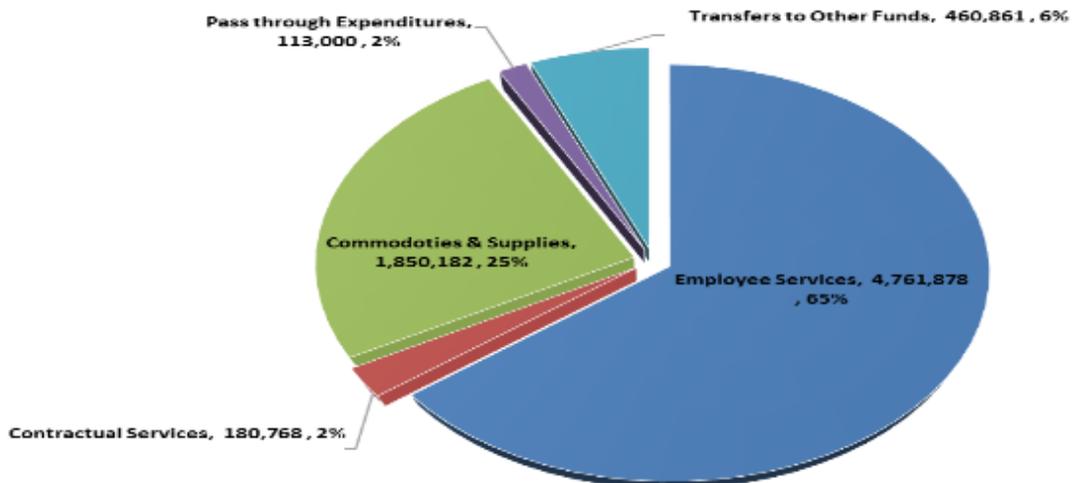
Expenditures by category

The largest expense of the General Fund is salary and benefits for staff who operate and support City services. These costs are essential to maintaining the City’s ability to provide core services to residents, such as public safety, public works, parks and recreation, and administrative functions. Staff salaries, along with associated benefits like health insurance, retirement contributions, and other employee-related expenses, make up the majority of the General Fund's expenditures. The City is committed to ensuring that staff are compensated fairly while maintaining financial responsibility and ensuring the continued delivery of high-quality services to the community. The City’s total Expenditures Budget for 2025 is \$7,366,68

General Fund Expenditures by Type, 2023-2025



For 2025, the General Fund Expenditures budget is \$7,366,689, which is the same as the budgeted revenues, ensuring that the City has a balanced budget. As a result, the City will not be using any unassigned fund balance for the year. The anticipated unassigned fund balance for 2025 is \$4,117,294, which represents 56% of the 2025 expenditures and 53% of the 2026 Concept expenditures. This amount exceeds the City's financial policy requirement, which mandates maintaining an unassigned fund balance of at least 42% to 50% of expenditures. This strong fund balance provides the City with financial stability and flexibility for future planning.



Employee Services

Of the total budget, approximately 65%—or \$4.761 million—is allocated for employee services. This is expected, as the primary role of the City is to deliver services to the citizens and businesses of Big Lake.

Employee services include:

- Wages
- Health and dental insurance costs
- Employer-paid taxes
- Employer pension contributions
- Workers' compensation insurance
- Disability insurance
- Life insurance
- Wellness program costs

The personnel budget increased by \$466,989 over the 2024 level.

The primary reasons for this increase are as follows:

1. Market Rate Adjustment to Pay Plan (COLA)
 - Scheduled increases to maintain competitive and equitable compensation for employees.
2. Health Insurance Premium Increases
 - Rising costs for employee medical and dental coverage.
 - Increase in the employer contribution to Health Savings Plans.
 - The City contributes a fixed dollar amount toward family health insurance premiums and covers 100% of single health insurance premiums, rather than contribution a percentage.
 - Management reviews this fixed contribution annually and makes recommendations to the Council during the budget process.
 - When premiums increase, the employer contribution does not automatically increase.
3. Wellness Program
 - Additional funding to expand the City's employee wellness initiatives.
4. New or Expanded Positions
 - Staffing additions in response to service demands in the police, engineering, and streets/parks departments.
5. Wage Step Increases
 - Step increases for eligible employees in accordance with the structured pay plan.
6. Increased Costs in Other Benefits
 - Adjustments to employer costs for workers' compensation, disability insurance, and life insurance.

Commodities and Supplies

Approximately 25% of the total budget—or \$1.85 million—is allocated for operational expenditures.

This category of the budget increased by \$129,102, or 7.54%, over the 2024 level.

The main reasons for this increase include:

1. Water Usage Costs
 - The budget includes projected water use costs for the parks, public works building, city hall, police station, and liquor store.
 - The projected cost to the General Fund is \$119,736, a decrease of \$19,060, which reflects a 5% projected rate increase for City accounts.
2. Increased Training Expenses
 - Additional funding for staff training across all departments.

3. Software License Costs
 - Increased costs for existing and new software licenses used throughout the organization.
4. Motor Fuel Increases
 - Budgeted increases in fuel expenses for all departments due to market price trends.
5. Utility Cost Increases
 - Increased costs for electricity and natural gas usage across all City facilities.
6. Parks and Recreation Maintenance
 - Increased funding for playground maintenance and boat inspections.
7. Police Department Equipment
 - Additional budget for uniforms, firearms, and ammunition.
8. Insurance and Inflationary Adjustments
 - A 6% increase in liability insurance.
 - 1% to 3% inflationary increases on other operational line items, such as equipment and vehicle maintenance (e.g., parts costs).

Contractual Services

Approximately 2.45% of the total budget—or \$181,000—is allocated for professional services.

Professional (contractual) services include:

- Annual audit costs
- Legal fees
- Outside engineering services
- Planning services
- Other professional consulting fees

This represents an increase of \$11,473, or 6.78%, over the 2024 budget.

The primary reasons for the increase in professional services are as follows:

1. Increased Legal Costs
 - Higher anticipated legal service needs across departments.
2. Increased Engineering Consultant Costs
 - Additional reliance on outside engineering services for projects and reviews.

Transfers

Approximately 6% of the total budget—or \$460,861—is allocated for transfers to other funds.

This is an increase of \$5,250 over the 2024 budget.

These transfers support the **Capital Replacement** and **Infrastructure Funds** for future needs such as:

- Computer and equipment replacements
- Parks and trail projects
- Building improvements
- Future street projects

For 2025, the budgeted transfers are as follows:

1. Computer Replacement Fund – \$10,000
2. Street Maintenance Fund – \$270,000 (*funded using Franchise Fees*)
3. Industrial Park Fund (Interfund Loan repayment to Sewer Fund) – \$25,000
4. Future Election Equipment – \$6,000
5. Fire Department Computer Replacements – \$3,250
6. Streets – Miscellaneous Equipment Replacement – \$5,000
7. Parks – Miscellaneous Equipment Replacement – \$5,000
8. Trail Maintenance Fund – \$9,000

9. Playground Equipment Replacement Fund – \$5,000
10. Park Maintenance or Improvement Fund – \$100,000 (*funded using Franchise Fees*)
11. Police Taser Replacement Fund – \$12,611
12. Music in the Park Fund – \$10,000

Expenditures by services (functions)

The **2025 budget** allocates resources across City functions to support a safe, high-quality, and well-maintained community.

Budget Allocation by Category:

- **Public Safety – \$3,692,007 (50%)**
Includes Police, Fire, and Building Division services, contributing to Big Lake’s reputation as a safe and desirable place to live and work.
- **Public Works – \$1,135,530 (15%)**
Maintains the infrastructure of the community (streets, fleet, and engineering).
- **General Government – \$1,025,543 (14%)**
Supports general services and administrative operations of the City.
- **Culture and Recreation – \$887,400 (12%)**
Includes parks, the library, and community events that promote quality of life.
- **Transfers to Other Funds – \$460,861 (6%)**
Allocated for future capital projects and equipment replacements.
- **Economic Development (EDA) – \$183,411 (3%)**
Funds programs and initiatives that promote business and community growth in Big Lake.

Department Breakdown by Function:

General Government:

- Mayor/Council
- Planning
- Elections
- Administration/Finance
- IT – Computer Services

Public Safety:

- Police
- Fire
- Building Division

Public Works (Streets and Highways):

- Engineering
- Fleet
- Streets

Culture and Recreation:

- Parks
- Big Lake Community Senior Center (BLCSC)
- Recreation – Community Events

Economic Development:

- Economic Development – General Fund



Budget Growth and Community Service Needs

As the **population of Big Lake has grown**, so too have the **costs associated with delivering City services**. This has led to a **steady increase in the General Fund budget** over time.

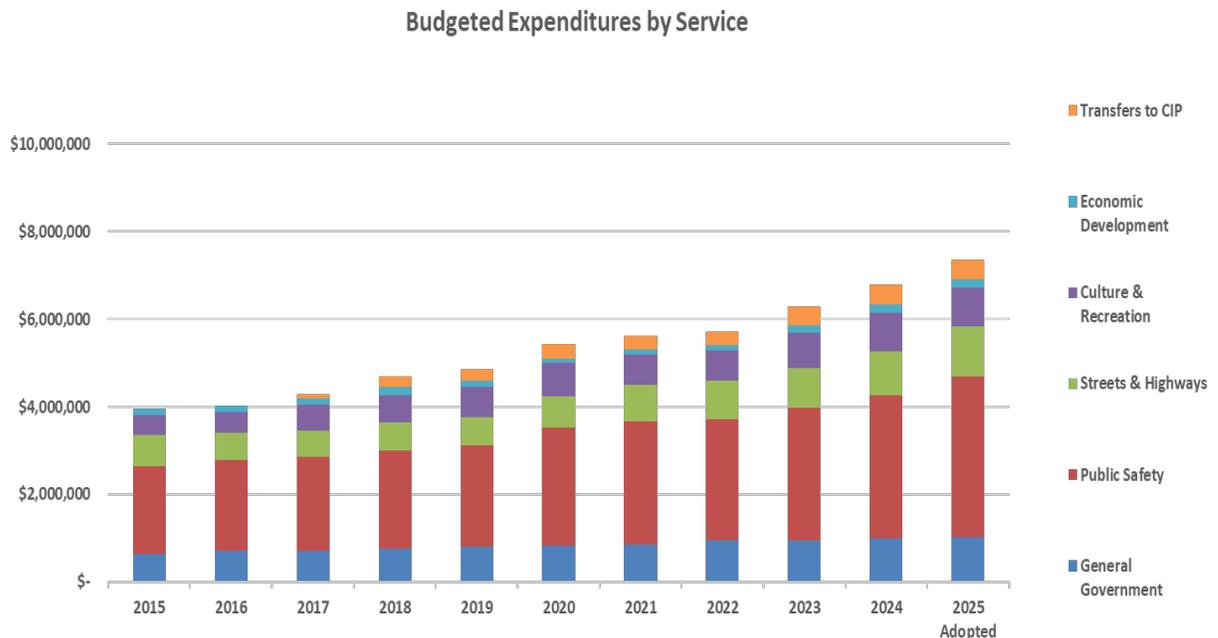
- Since **2012**, the population has grown by approximately **12%**.
- In addition to population growth, the City has experienced an **average annual inflation rate of 2%**, impacting service delivery costs.
- Despite rising costs, **expenditures by type of service have remained relatively consistent**, reflecting the evolving—but stable—needs of the community year over year.

Capital Improvement Fund Transfers

- The City began transferring funds to the Capital Improvement Fund in 2017.
 - These transfers have become an essential tool for **planning and funding future capital projects**, including:
 - Equipment replacements
 - Infrastructure upgrades
 - Facility improvements

In summary:

The growth in the City’s budget reflects a combination of increased service demands due to population growth and cost increases from inflation, as well as the City’s strategic planning efforts to maintain high-quality services in a fiscally responsible way.



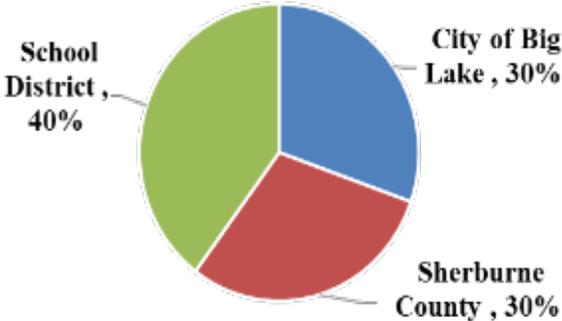
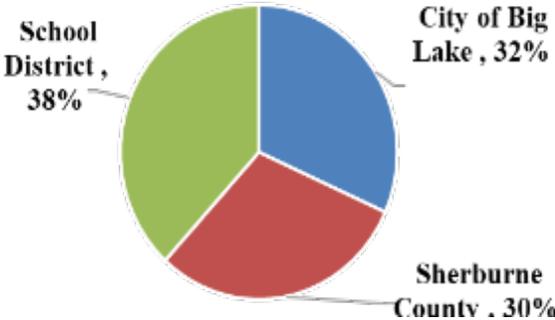
Property Taxes breakdown

The property taxes paid help to support the services for Sherburne County, the Big Lake School District, and the City of Big Lake.

The allocation between taxing authorities is similar for 2025 as it was for 2024; 32% is for City Services, 38% for the School District, and 30% for Sherburne County.

2025 PROPERTY TAXES ALLOCATION

2024 PROPERTY TAXES ALLOCATION



The total local tax rate is anticipated to increase by 3.37% to 105.610 compared to 102.245% in 2024.

Tax Rates	2024 LEVY	2025 LEVY	% CHANGE
City of Big Lake	37.247%	39.519%	2.27%
Sherburne County	36.581%	38.210%	1.63%
School District Voter Approved	28.417%	27.881%	-0.54%
Total Local Tax Rate (NTC)	102.245%	105.610%	3.37%
School District Other local levies (Market)	0.19603%	0.19125%	-0.005% (for specific projects)

City Taxes Illustration

2025 estimates of change to property tax for City Levy -

****estimated property values down slightly - increase in homestead credit**

Residential Property - Homestead class rate is 1%						City Tax Rate		inc/(dec)		
						37.24%	39.52%	2.27%		
Value - 2024	Value - 2025	Homestead Credit	Taxable Market Value	Class Rate	Prop Tax Capacity	2024	2025	+/- to prior	per month	% of Change
175,000	174,125	30,879	143,246	0.01	1,432	572	566	(6)	(0.47)	-0.99%
243,903	242,683	24,708	217,975	0.01	2,180	851	861	10	0.83	1.17%
275,000	273,625	21,924	251,701	0.01	2,517	978	995	17	1.42	1.74%
300,000	298,500	19,685	278,815	0.01	2,788	1,079	1,102	23	1.89	2.10%
325,000	323,375	17,446	305,929	0.01	3,059	1,181	1,209	28	2.36	2.40%
350,000	348,250	15,208	333,043	0.01	3,330	1,282	1,316	34	2.83	2.65%
375,000	373,125	12,969	360,156	0.01	3,602	1,384	1,423	40	3.30	2.87%
400,000	398,000	10,730	387,270	0.01	3,873	1,485	1,530	45	3.78	3.05%
500,000	497,500	1,775	495,725	0.01	4,957	1,862	1,959	97	8.07	5.20%

Residential Property - Non-Homestead class rate is 1%

Value - 2024	Value - 2025	Homestead Credit	Taxable Market Value	Class Rate	Prop Tax Capacity	2024	2025	+/- to prior	per month	% of Change
125,000	124,375	-	124,375	0.01	1,244	466	492	26	2.16	5.58%
150,000	149,250	-	149,250	0.01	1,493	559	590	31	2.60	5.58%
175,000	174,125	-	174,125	0.01	1,741	652	688	36	3.03	5.58%
200,000	199,000	-	199,000	0.01	1,990	745	786	42	3.46	5.58%
250,000	248,750	-	248,750	0.01	2,488	931	983	52	4.33	5.58%
300,000	298,500	-	298,500	0.01	2,985	1,117	1,180	62	5.19	5.58%

Apartments - increase 10% class rate is 1.25%

1,000,000	1,100,000	-	1,100,000	0.0125	13,750	4,656	5,434	778	64.86	16.72%
1,500,000	1,650,000	-	1,650,000	0.0125	20,625	6,983	8,151	1,168	97.30	16.72%
2,000,000	2,200,000	-	2,200,000	0.0125	27,500	9,311	10,868	1,557	129.73	16.72%

Commercial - increased 4% - 1st \$150,000 class rate is 1.5%; remainder at 2%

150,000	150,000	-	150,000	0.015	2,250	838	889	51	4.27	6.11%
300,000	312,000	-	312,000	0.02	5,490	1,955	2,170	214	17.86	10.96%
500,000	520,000	-	520,000	0.02	9,650	3,445	3,814	369	30.71	10.70%
1,000,000	1,040,000	-	1,040,000	0.02	20,050	7,170	7,924	754	62.84	10.52%
1,500,000	1,560,000	-	1,560,000	0.02	30,450	10,894	12,034	1,140	94.97	10.46%
2,500,000	2,600,000	-	2,600,000	0.02	51,250	18,343	20,254	1,911	159.23	10.42%
3,500,000	3,640,000	-	3,640,000	0.02	72,050	25,792	28,474	2,682	223.50	10.40%
5,000,000	5,200,000	-	5,200,000	0.02	103,250	36,966	40,804	3,839	319.89	10.38%

Based on a residential parcel with the 2025 value of \$300,000

MONTHLY HOUSEHOLD COST FOR CITY SERVICES FROM PROPERTY TAXES



Capital Project Fund Budget Summary

STATEMENT OF REVENUES AND EXPENDITURES -
SUMMARY BUDGET - CAPITAL PROJECTS -CONSTRUCTION FUND 175

Capital Projects Fund 175	Budget								
	2022	2023	2024	2025	2026	2027	2028	2029	2030
REVENUE									
Bond Proceeds	\$5,359,111	\$ -	\$ -	\$ -	\$ -	\$ 20,000,000	\$ -	\$ -	\$ -
Interest Income	3,870	13,348	-	-	-	-	-	-	-
Other Revenues - State Aid	-	-	-	600,000	-	-	-	-	-
Transfer In from Other Funds	9,769	350,477	300,000	950,000	1,050,000	900,000	700,000	700,000	700,000
TOTAL REVENUES	5,372,750	363,825	300,000	1,550,000	1,050,000	20,900,000	700,000	700,000	700,000
EXPENDITURES/ALLOCATION									
Streets Projects	4,585,064	1,472,761	300,000	1,550,000	1,050,000	700,000	700,000	700,000	700,000
Channel Repairs	-	-	-	-	-	200,000	-	-	-
New Building Project	-	-	-	-	-	20,000,000	-	-	-
Trail/ Sidewalk Projects	372,796	-	-	-	-	-	-	-	-
TOTAL EXPEND/ALLOCATIONS	4,957,860	1,472,761	300,000	1,550,000	1,050,000	20,900,000	700,000	700,000	700,000
NET REVENUE OVER (UNDER) EXPENSE	\$ 414,890	\$(1,108,936)	\$ -						
	2022	2023	2024	2025	2026	2027	2028	2029	2030
Fund Balance	\$ 1,349,120	\$ 240,184	\$ 240,184	\$ 240,184	\$ 240,184	\$ 240,184	\$ 240,184	\$ 240,184	\$ 240,184

The 2025 Capital Project Fund budget includes an anticipated \$1,550,000 investment in street resurfacing projects.

- These projects are prioritized based on streets that require the most frequent maintenance attention by Public Works, due to their deteriorating condition.
- The selection process aligns with the Streets and Pavement Management Plan, which guides the City's resurfacing and maintenance strategy.

2025–2030 Concept Budget

- Future resurfacing projects (2025–2030) will continue to be planned and budgeted based on:
 - Street condition ratings
 - Maintenance history
 - Long-term pavement preservation strategies

This approach ensures that resurfacing investments are both data-driven and cost-effective, helping to extend the life of Big Lake’s street infrastructure.

Capital Improvement Funds Budget Summary

STATEMENT OF REVENUES AND EXPENDITURES - SUMMARY BUDGET - CAPITAL IMPROVEMENT FUNDS 194-199

	BUDGET							
	2023	2024	2025	2026	2027	2028	2029	2030
Capital Improvement Funds 194-199								
REVENUE								
Local Govt Aid - Fund 199	\$ 784,709	\$ 870,251	\$ 745,331	\$ 749,095	\$ 652,878	\$ 656,680	\$ 660,501	\$ 664,341
Local Govt Aid - Fund 198/196	-	-	-	-	50,000	50,000	50,000	50,000
Local Govt Aid - Fund 194	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Local Govt Aid - Fund 195	-	-	-	-	50,000	50,000	50,000	50,000
Public Safety Aid - Fund 199		532,330						
State Aid - MSA Streets	-	-	600,000	-	-	-	-	-
Franchise Fee - Utilities	270,000	270,000	270,000	400,000	400,000	500,000	-	-
Special Assessment -Mill/Overlay	15,946	15,946	15,946	15,946	15,946	15,946	15,946	15,946
Grants	-	-	-	-	-	-	-	-
Sales of Fix Assets	17,000	17,000	-	5,000	5,000	5,000	5,000	5,000
Interest Income	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500
Transfer In from Other Funds	148,611	155,611	148,611	146,611	65,361	65,361	465,361	765,361
TOTAL REVENUES	1,248,266	1,873,138	1,791,888	1,328,652	1,251,185	1,354,987	1,258,808	1,562,648
EXPENDITURES/ALLOCATION								
Administration and Finance	283,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Building Inspection	-	-	-	40,000	-	-	-	-
Computers/Scanners/Software (194)	17,500	26,500	17,500	17,500	17,500	17,500	17,500	17,500
Computers/Software - Website	-	-	-	-	-	-	-	-
Elections	2,000	25,000	31,000	-	6,000	-	6,000	-
Fire	396,500	285,000	385,750	260,000	222,500	278,000	442,500	243,500
Parks/Recreation	10,000	160,000	70,000	85,000	10,000	10,000	190,000	10,000
Parks - Trail Maintenance (195)	109,000	529,000	340,000	360,000	-	360,000	-	230,000
Police	115,611	118,701	82,611	191,611	177,011	148,170	190,657	196,527
Streets Department	430,000	315,000	5,000	265,000	535,000	5,000	285,000	305,000
Streets/Trail Projects (198)/(196)	300,000	400,000	1,050,000	300,000	1,300,000	450,000	300,000	300,000
Transfers out -debt payment/Street Project	-	200,000	250,000	-	-	-	-	-
TOTAL EXPEND/ALLOCATIONS	1,663,611	2,099,201	2,271,861	1,559,111	2,308,011	1,308,670	1,471,657	1,342,527
NET REVENUE OVER (UNDER) EXPENSE	\$ (415,345)	\$ (226,063)	\$ (479,973)	\$ (230,459)	\$ (1,056,826)	\$ 46,317	\$ (212,849)	\$ 220,121
	2023	2024	2025	2026	2027	2028	2029	2030
Fund Balance	\$3,617,592	\$3,391,529	\$2,911,556	\$2,681,097	\$ 1,624,271	\$1,670,588	\$1,457,739	\$1,677,860

Debt Service Funds Budget Summary

City of Big Lake G O Debt Services Funds - (not including Enterprise fund Debt) TOTAL DEBT PAYMENT O/S

REVENUES

Description	2023 Budget	2024 Budget	2025 Budget	2026 Concept Budget	2027 Concept Budget	2028-2034 Concept Budget
Property Taxes	\$ 1,086,357	\$ 877,276	\$ 621,605	\$ 733,023	\$ 1,017,777	\$ 4,365,784
Tax Increment	42,000	42,000	42,000	42,000	42,000	84,000
Special Assessments	326,462	515,328	514,163	513,132	513,082	2,064,649
State Aid	152,242	152,913	152,531	153,114	152,646	305,732
Intergovernemntal	46,357	45,427	49,392	48,249	48,249	50,686
Investment Interest	2,773	2,108	1,646	1,779	1,779	3,095
Total Revenues	1,656,191	1,635,052	1,381,337	1,491,297	1,775,533	6,873,946

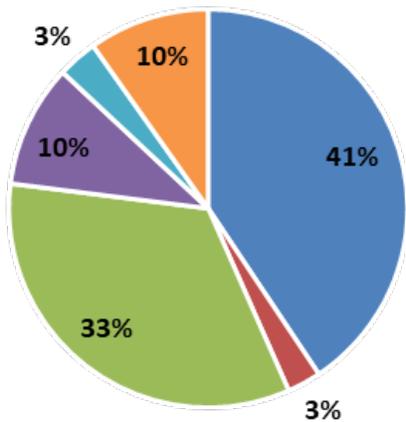
EXPENDITURES

Debt Principal Payments	1,755,000	2,028,000	1,657,796	1,688,000	1,405,000	6,958,000
Debt Interst Payments	483,533	353,250	303,483	255,352	208,850	475,566
Other (Interfund Loans & Escrow payments)	40,116	38,963	37,913	36,733	36,733	136,135
Total Expenditures	2,278,649	2,420,213	1,999,192	1,980,085	1,650,583	7,569,701

OTHER USES

Transfers In	113,063	209,235	165,000	-	-	-
Transfers Out	(74,084)	(36,120)	(35,070)	(34,020)	(37,016)	(529,675)
Total Other Uses	38,979	173,115	129,930	(34,020)	(37,016)	(529,675)
Net Change	\$ (583,479)	\$ (612,046)	\$ (487,925)	\$ (522,808)	\$ 87,934	\$ (1,225,430)
Fund Equity, Beginning	2,755,142	2,171,663	1,559,617	1,071,692	548,884	636,818
Fund Equity, Ending	\$ 2,171,663	\$ 1,559,617	\$ 1,071,692	\$ 548,884	\$ 636,818	\$ (588,612)

Debt Service Payment - \$1,928,073

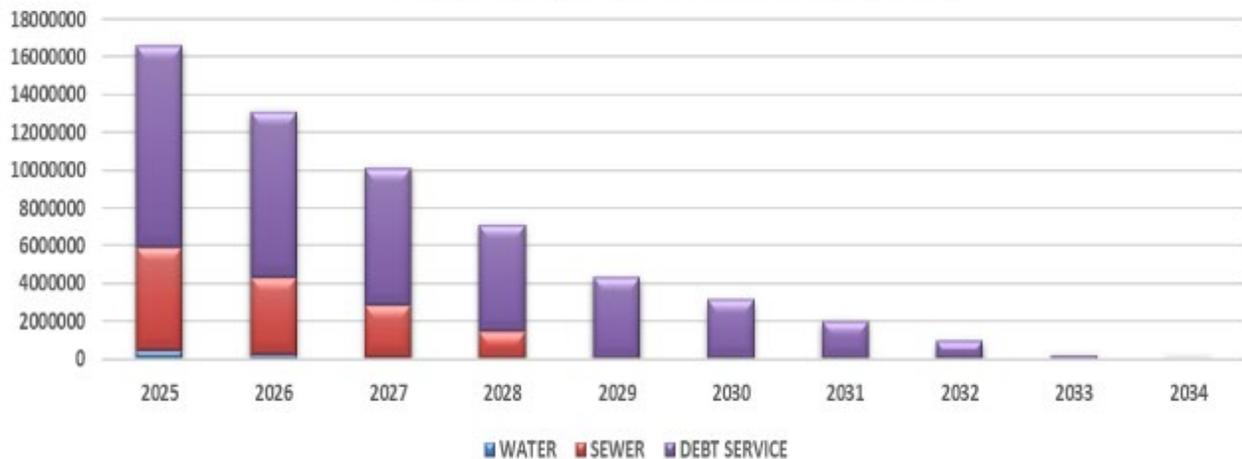


Below is the total outstanding debt for the City including Enterprise Funds.

TOTAL DEBT PAYMENT OUTSTANDING

Fund	Series	PROJECT	2025	2026	2027	2028-2034	Total O/S
401	2009 MPFA Loan Wastewater Expansion	Wastewater Expansion	980,272	981,270	980,737	1,961,823	4,904,102
211	2010 PFA Loan	10/25 Intersection	152,531	153,114	152,646	305,732	764,023
222	2015A GO Refunding Bonds	Street Projects	524,975	523,988	522,163	1,020,807	2,591,933
223	2016A Taxable G.O. Refunding Bonds	TIF 1-3 & TIF 1-4 Industrial Park	193,930	199,200	198,998	378,873	971,001
224	2016B G.O. CIP BOND	790 Minnesota Ave	54,162	57,981	56,744	50,563	219,450
226	2016C GO Refunding Bond	Street Projects	329,800	333,300	-	-	663,100
227	2018A GO Improvement Bonds	2018 Streets Projects	194,725	195,300	195,725	1,366,432	1,952,182
228	2021A GO Improvement Bonds	2021 Street Projects	344,000	345,150	346,000	1,741,867	2,777,017
229	2022A GO Improvement Bonds	2022 Street Projects	582,600	584,600	585,800	3,509,100	5,262,100
SUBTOTAL DEBT PAYMENTS			\$3,356,995	\$3,373,903	\$3,038,813	\$ 10,335,197	\$ 20,104,908
PORTION PAID BY ENTERPRISE FUNDS							
401	2009 MPFA Loan Wastewater Expansion	Wastewater Expansion	980,272	981,270	980,737	1,961,823	4,904,102
301	2015A GO Refunding Bonds	CR43 Interceptor/Well 7,Tower #4	106,186	109,449	107,512	99,481	422,628
401	2015A GO Refunding Bonds	CR 8/Utility Expansion	342,464	339,833	336,713	840,326	1,859,336
SUBTOTAL ENTERPRISE FUNDS			\$1,428,922	\$1,430,552	\$1,424,962	\$ 2,901,630	\$ 7,186,066
TOTAL PAID BY DEBT SERVICE FUND (LEVY/ASSESSMENTS/TRANSFERS)			\$1,928,073	\$1,943,351	\$1,613,851	\$ 7,433,567	\$12,918,842

Outstanding Debt - Principal and Interest

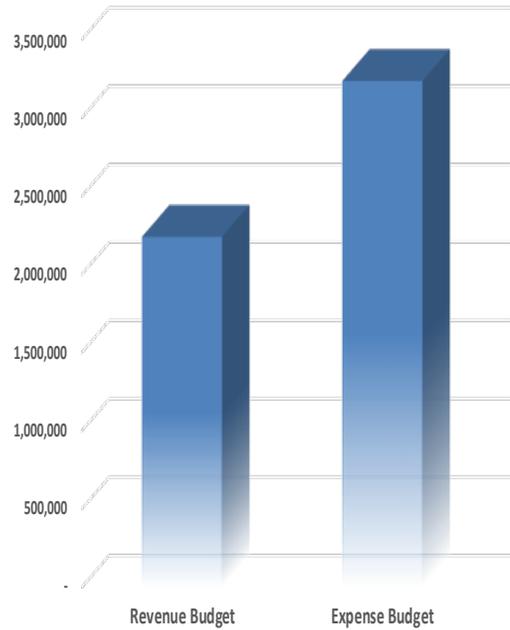


Enterprise Funds Summary

Water Fund

	Water Fund			
	2024-2025			
	2024	2025		
<u>Revenue Budget</u>	<u>Budget</u>	<u>Adopted Budget</u>	<u>\$ Change</u>	<u>% Change</u>
Utilities Revenues	\$ 2,352,071	\$ 2,228,003	\$ (124,068)	-5.27%
Other Revenues	11,000	11,000	-	0.00%
Total Revenues	\$ 2,363,071	\$ 2,239,003	\$ (124,068)	-5.25%
	-	-	-	-
<u>Expense Budget</u>	<u>Budget</u>	<u>Adopted Budget</u>	<u>\$ Change</u>	<u>% Change</u>
Personnel	\$ 759,299	\$ 906,562	\$ 147,263	19.39%
Professional Services	62,500	63,750	1,250	2.00%
Operations	742,252	732,881	(9,371)	-1.26%
Capital/Transfers	1,523,000	568,000	(955,000)	-62.71%
Debt	26,756	10,001	(16,755)	-62.62%
Depreciation	936,255	954,005	17,750	1.90%
Total Expenses	\$ 4,050,062	\$ 3,235,199	\$ (814,862)	-20.12%
	-	-	-	-
Net Income/(Loss) with Depreciation	\$ (1,686,991)	\$ (996,196)		
Net Income/(Loss) without Depreciation	\$ (750,736)	\$ (42,191)		
Projected Ending Cash	\$ 467,471	\$ 337,775		

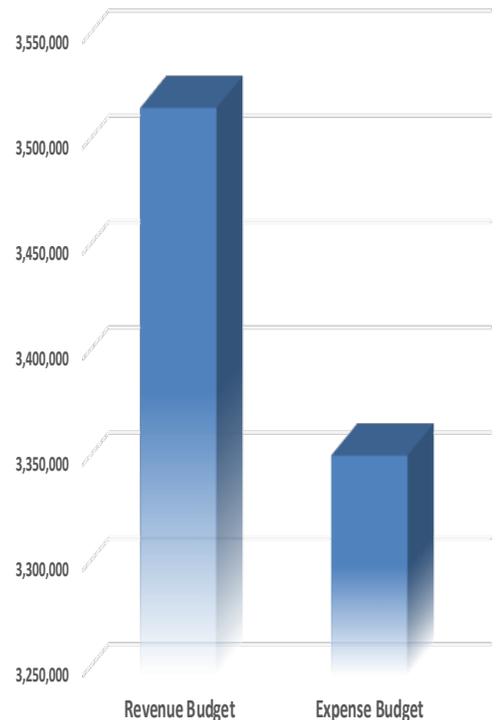
**projected cash balance is after principal debt payments are made



Sewer Fund

	Sewer Fund			
	2024-2025			
	2024	2025		
<u>Revenue Budget</u>	<u>Budget</u>	<u>Adopted Budget</u>	<u>\$ Change</u>	<u>% Change</u>
Utilities Revenues	\$ 3,133,388	\$ 3,508,025	\$ 374,637	11.96%
Other Revenues	6,000	11,000	5,000	83.33%
Total Revenues	\$ 3,139,388	\$ 3,519,025	\$ 379,637	12.09%
	-	-	-	-
<u>Expense Budget</u>	<u>Budget</u>	<u>Adopted Budget</u>	<u>\$ Change</u>	<u>% Change</u>
Personnel	\$ 759,299	\$ 910,195	\$ 150,896	19.87%
Professional Services	47,000	47,500	500	1.06%
Operations	930,320	709,217	(221,103)	-23.77%
Capital/Transfers	200,000	100,000	(100,000)	-50.00%
Debt	210,079	151,915	(58,164)	-27.69%
Depreciation	1,422,595	1,435,595	13,000	0.91%
Total Expenses	\$ 3,569,293	\$ 3,354,422	\$ (214,871)	-6.02%
	-	-	-	-
Net Income/(Loss) with Depreciation	\$ (429,905)	\$ 164,603		
Net Income/(Loss) without Depreciation	\$ 992,690	\$ 1,600,198		
Projected Ending Cash	\$ 1,924,399	\$ 2,442,102		

**projected cash balance is after principal debt payments are made

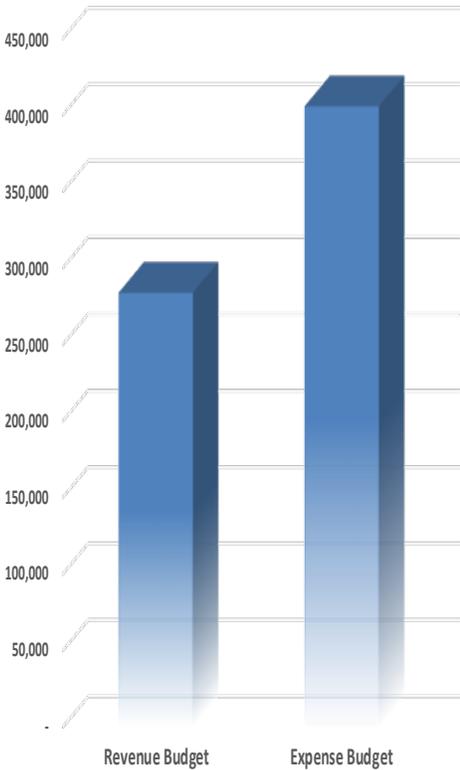


Storm Water Fund

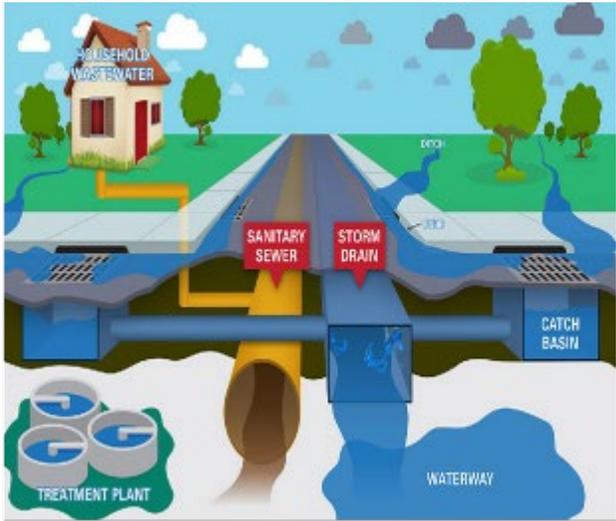
Storm Water Fund

2024-2025

	2024 Budget	2025 Adopted Budget	\$ Change	% Change
Revenue Budget				
Utilities Revenues	\$ 272,331	\$ 274,853	\$ 2,522	0.93%
Other Revenues	6,000	9,000	3,000	50.00%
Total Revenues	\$ 278,331	\$ 283,853	\$ 5,522	1.98%
Expense Budget				
Personnel	\$ 161,438	\$ 160,569	\$ (869)	-0.54%
Professional Services	3,500	3,000	(500)	-14.29%
Operations	26,675	30,348	3,673	13.77%
Capital/Transfers	30,000	30,000	-	0.00%
Debt	35,241	-	(35,241)	-100.00%
Depreciation	227,329	181,700	(45,629)	-20.07%
Total Expenses	\$ 484,183	\$ 405,617	\$ (78,566)	-16.23%
Net Income/(Loss) with Depreciation	\$ (205,852)	\$ (121,764)		
Net Income/(Loss) without Depreciation	\$ 21,477	\$ 59,936		
Projected Ending Cash	\$ 349,939	\$ 409,874		



**projected cash balance is after principal debt payments are made



Enterprise Funds Summary – Continued

Rates for 2024

WATER USAGE RATES - RESIDENTIAL, MULTI-FAMILY, IRRIGATION													
YEAR	Adopted							Budget	Projected				
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Tier 1 (per 1,000)	4.09	3.93	4.17	4.30	4.30	4.30	4.30	4.08	4.08	4.08	4.08	4.08	4.08
Annual % Increase	2%	-4%	6%	3%	0%	0%	0%	-5%	0%	0%	0%	0%	0%

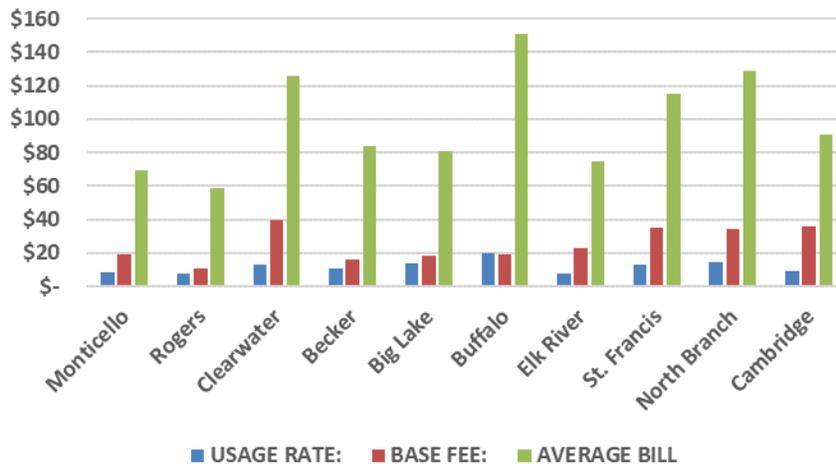
WATER USAGE RATES - COMMERCIAL													
YEAR	Adopted							Budget	Projected				
	2018	2019	2020	2021	2022	2023	2.24	2025	2026	2027	2028	2029	2030
Rate Tier 1 (per 1,000)	2.52	2.42	2.57	2.65	2.65	2.65	2.65	2.52	2.52	2.52	2.52	2.52	2.52
Annual % Increase	2%	-4%	6%	3%	0%	0%	0%	-5%	0%	0%	0%	0%	0%

SEWER USAGE- RESIDENTIAL, MULTI-FAMILY, COMMERCIAL													
YEAR	Adopted							Budget	Projected				
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Tier 1 (per 1,000)	8.15	8.48	8.90	8.99	8.99	9.17	9.17	9.90	10.89	12.53	14.40	16.57	19.05
Annual % Increase	2%	4%	5%	1%	0%	2%	0%	8%	10%	15%	15%	15%	15%

WATER USAGE RATES - MUNICIPAL - GENERAL FUND													
YEAR	Adopted							Budget	Projected				
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate (per 1,000)	4.14	5.80	7.83	9.40	10.34	10.86	11.40	11.97	12.57	13.20	13.86	14.55	15.28
Annual % Increase	100%	40%	35%	20%	10%	5%	5%	5%	5%	5%	5%	5%	5%

SEWER USAGE RATES - MUNICIPAL - GENERAL FUND													
YEAR	Adopted							Budget	Projected				
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate (per 1,000)	8.31	11.63	11.63	11.63	11.63	11.63	11.63	11.63	12.22	12.83	13.47	14.14	14.85
Annual % Increase	100%	40%	0%	0%	0%	0%	0%	0%	5%	5%	5%	5%	5%

Rate Comparisons

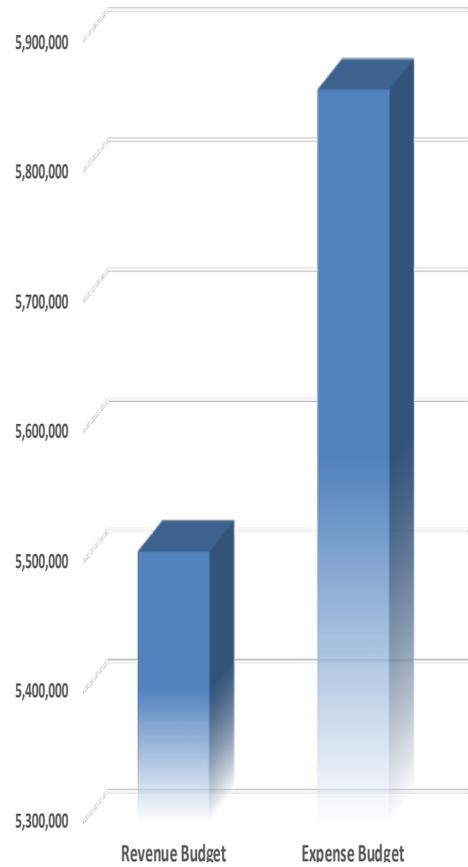


Enterprise Funds Summary – Continued

Liquor Fund

Liquor Store Fund

	2024-2025			
	2024 Budget	2025 Adopted Budget	2024-2025	
			\$ Change	% Change
Sales				
Gross Sales	\$ 5,486,991	\$ 5,501,354	\$ 14,363	0.26%
Less Loyalty Program	(27,563)	(29,215)	(1,652)	5.99%
Cost of Goods Sold	4,048,673	4,126,071	77,398	1.91%
Gross Profit	\$ 1,410,755	\$ 1,346,068	\$ (64,687)	-4.59%
Gross Profit %	26%	25%		
Revenue Budget				
Gross Sales	\$ 5,459,428	\$ 5,472,139	\$ 12,711	0.23%
Other Revenues	11,625	35,400	23,775	204.52%
Total Revenues	\$ 5,471,053	\$ 5,507,539	\$ 36,486	0.67%
Expense Budget				
Personnel	\$ 852,099	\$ 889,218	\$ 37,119	4.36%
Professional Services	7,600	8,100	500	6.58%
Operations	264,277	280,730	16,453	6.23%
Cost of Goods Sold	4,048,673	4,126,071	77,398	1.91%
Capital/Transfers	485,000	485,000	-	0.00%
Depreciation	72,600	73,190	590	0.81%
Total Expenses	\$ 5,730,249	\$ 5,862,309	\$ 132,060	2.30%
Net Income/(Loss) with Depreciation and Transfer	\$ (259,196)	\$ (354,770)		
Projected Ending Cash	\$ 1,461,781	\$ 1,180,201		
Net profit before transfer to General Fund	\$ 95,230			
Net profit % before transfer	2%			
Labor Cost % to Sales	16%			
Projected Cash balance as % to Budget	20%			



Profits back into the community

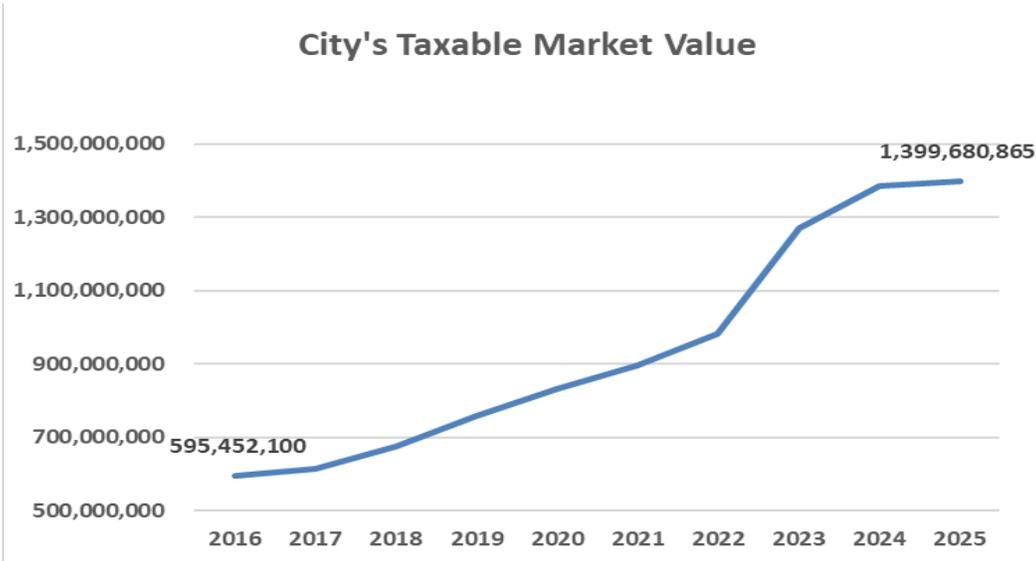
The Liquor store has transferred into the General Fund, \$5,977,865 from 2010 to 2025. This transfer supports City services as well as City projects.



Broad Indicators

Taxable Market Value

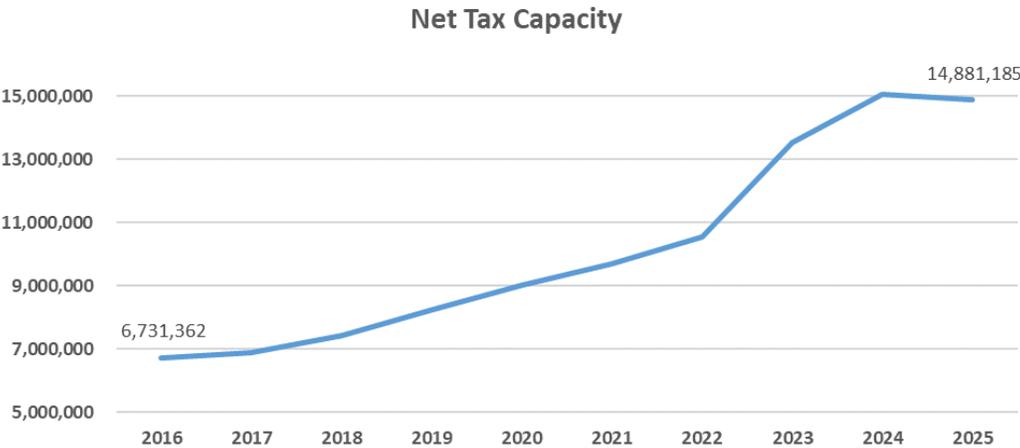
The **taxable market value** of Big Lake has consistently increased over the years, with a **15% growth since 2016**, bringing the total taxable market value to **\$1.4 billion**. This rise in taxable market value directly impacts the **City's tax capacity**, which plays a key role in determining the **tax rate**. As the taxable market value grows, the City has more capacity to generate the funds needed to meet its budgetary requirements, while keeping the tax rate at a sustainable level. The **tax rate** is crucial for calculating the portion of each property's value that contributes to the total levied funds required by the City. This consistent growth in taxable market value is a reflection of the City's success and financial stability, allowing for continued investments in infrastructure, services, and the overall development of Big Lake.



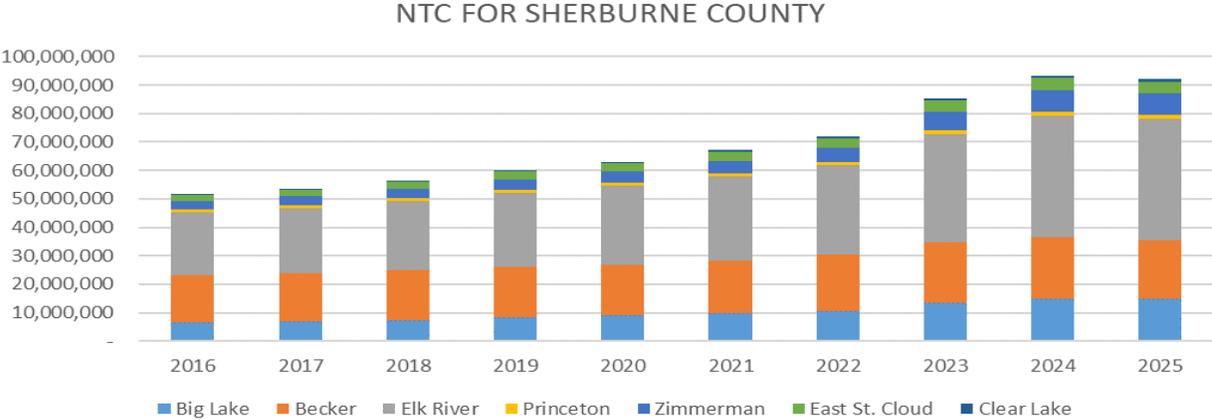
The County Assessor determines the market value of properties in the year before taxes are payable. For the 2025 taxes, this determination was made in January 2024. The market value is based on several factors, including new construction, improvements to existing properties, and property sales that occurred between October 2022 and September 30, 2023. Additionally, the market values must be within 90% to 105% of the actual sale prices during this same period. In 2025, for the City, the net tax capacity has decreased by 1%. However, over the period from 2015 to 2025, taxable values have increased by 124%, which represents an average annual increase of 8%.

Net Tax Capacity Value

The City’s Net Tax Capacity Value (which includes the net tax capacity of all taxable parcels within the City, excluding property located in a tax increment financing district) is used to calculate the **City’s tax rate**. As the **taxable market value** increases, the **City’s net tax capacity** also increases, allowing for a greater ability to generate funds for the City’s budget needs.

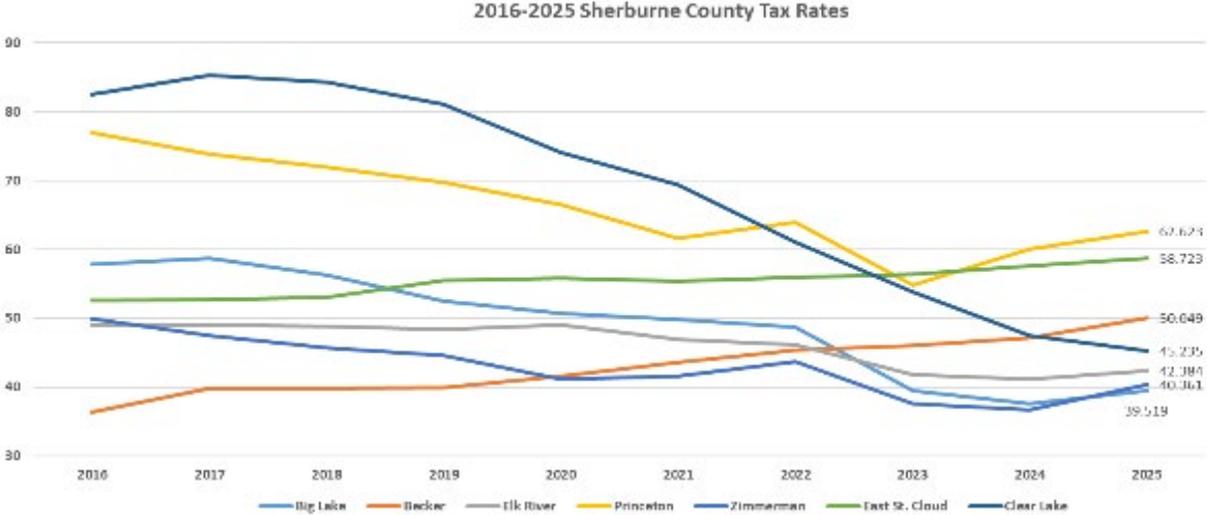


For Sherburne County, Big Lake’s net tax capacity accounts for 16% of the total net capacity value of \$92,142,293, which equals \$14,881,185. This makes Big Lake’s net tax capacity the **third largest** in the county. The two cities with larger net tax capacity values are Elk River, which represents 46% of the total, and Becker, which makes up 22%. Both Elk River and Becker have a larger commercial/industrial base compared to Big Lake, which contributes to their higher net tax capacity values.



City Tax Rate Comparison

The table below presents a comparison of city tax rates from 2016 through the proposed 2025 rates for cities within Sherburne County. Please note that the final adopted rates for 2025 are not yet available; the figures provided reflect the rates used for Truth in Taxation purposes. The chart includes the City tax levies as well as any special levies certified by the cities, such as those for the Housing Redevelopment Authority (HRA), Economic Development Authority (EDA), and Metropolitan Transit (Met Transit).



The table below presents a comparison of Big Lake’s 2024 actual city tax rates for city services alongside those of other cities in Sherburne County. This comparison focuses solely on the city tax rates, excluding any special levies. Notably, Big Lake's tax rate was the second-lowest among the seven cities in the county. While final adopted rates for 2025 are pending, the 2024 figures are anticipated to remain relatively consistent. Data for 2025 will be collected and analyzed upon finalization.

Tax Rate Comparisons	Adopted 2024 Tax Rate
City of Zimmerman	36.724
City of Big Lake	37.520
City of Elk River	41.089
City of Becker	47.105
City of Clear Lake	47.430
City of East St. Cloud	57.651
City of Princeton	60.030
Average	46.79

Bond Rating



Rationale

S&P Global Ratings raised its rating on Big Lake, Minn.'s general obligation (GO) debt to 'AA' from 'AA-'. The outlook is stable. The upgrade reflects our view of the combination of the City's ongoing maintenance of extremely strong available reserves, steady growth in the City's economic base, market value in particular, and the adoption of more robust financial policies and practices, as reflected its now-"strong" Financial Management Assessment (FMA) and very strong overall management.

The 'AA' rating reflects S&P view of the City's:

- Strong economy, with access to a broad and diverse metropolitan statistical area (MSA)
- Very strong management, with "strong" financial policies and practices under our Financial Management Assessment (FMA) methodology
- Strong budgetary performance, with an operating surplus in the general fund but a slight operating deficit at the total governmental fund level in fiscal 2020
- Very strong budgetary flexibility, with a high available fund balance in fiscal 2020 of 90% of operating expenditures
- Very strong liquidity, with total government available cash at 1.7x total governmental fund expenditures and 7.2x governmental debt service, and access to external liquidity we consider strong
- Weak debt and contingent liability position, with debt service carrying charges at 23.9% of expenditures and net direct debt that is 153.9% of total governmental fund revenue, but rapid amortization, with 93.8% of debt scheduled to be retired in 10 years
- Strong institutional framework score



Finance
CITY OF BIG LAKE

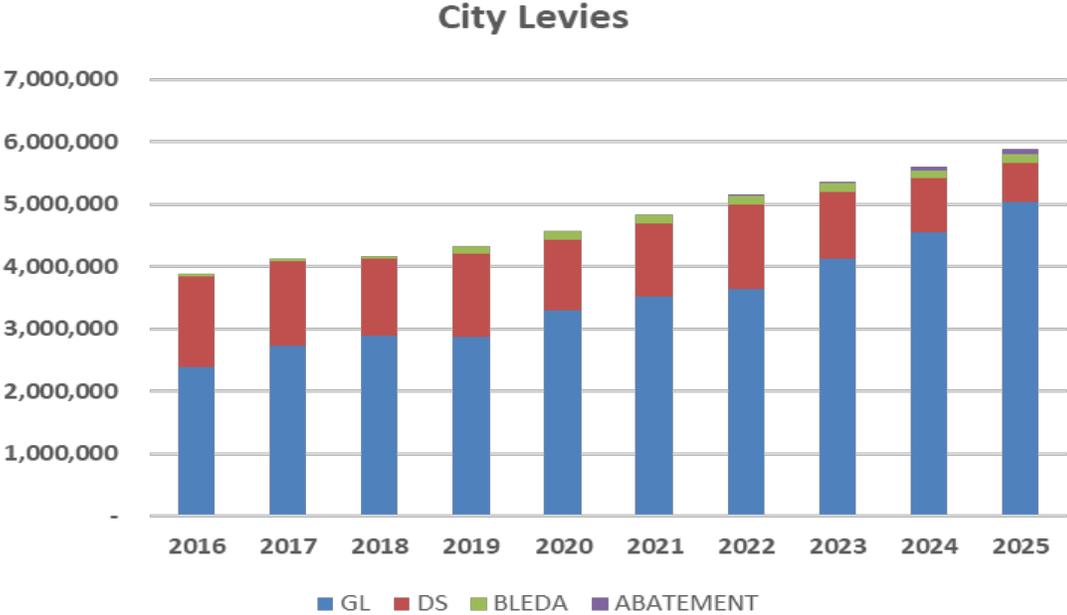
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FIVE YEAR FINANCIAL PLAN

City of Big Lake Levy Long-Term Planning

For the 2025 budget, the City of Big Lake has a total property tax levy of \$5,886,357, marking a 4.98% increase over the previous year. This levy is allocated in four primary components. The largest portion, representing 86% of the total levy, is directed to the General Fund Levy, which covers the City’s general operating expenses. The second component, the Debt Levy, makes up approximately 10% of the total levy, or \$621,604. This levy is specifically used to cover debt payments that are not addressed by assessments, enterprise funds, or other allocations as determined by the City Council. The third component, the Big Lake Economic Development Levy, totals \$130,000 and is dedicated to supporting economic development within the City. Finally, \$92,050, or 2% of the total levy, is allocated to property tax abatements for Lupulin and Premier Marine projects, providing tax relief to foster the growth and development of these businesses.



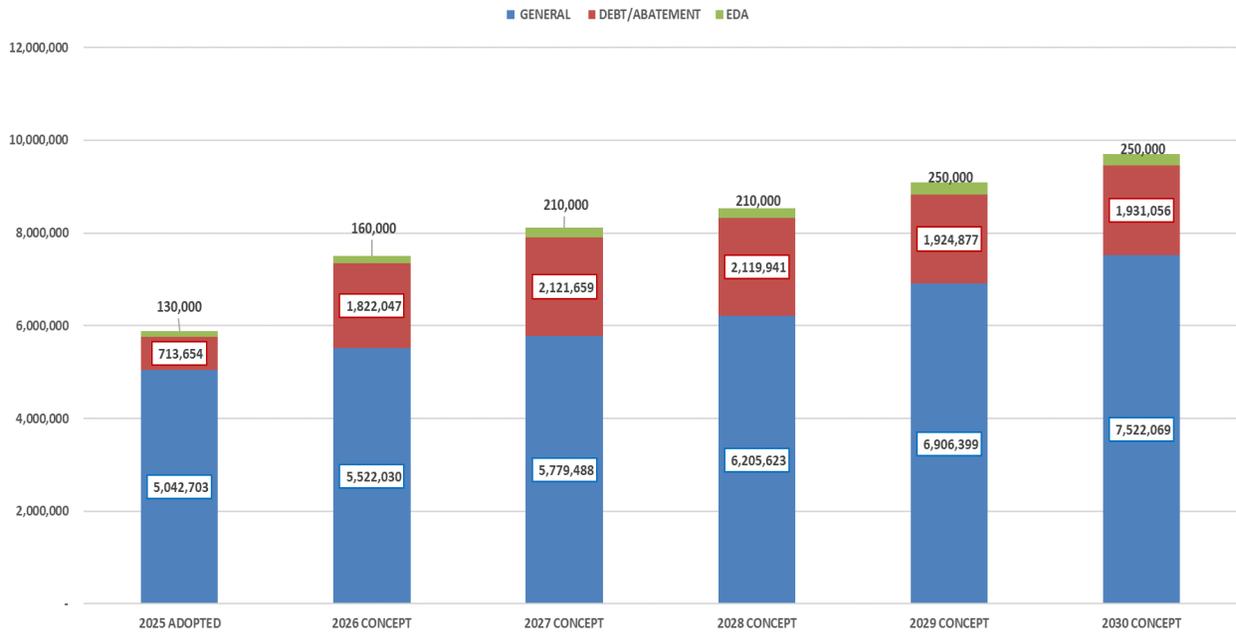
For the long-term planning of the City of Big Lake, several key assumptions and strategies have been established to guide future budgets and tax levy projections. Beginning in 2026, it is assumed that the tax capacity will increase by 1% annually. Additionally, an increase in the Franchise Fees received from utility companies will be redirected to the Capital Improvement Funds to support Street and Park/Trail improvements. These transfers will continue throughout the concept budgets.

As a result of these increased transfers, the General Levy will see an additional increase of \$400,000. The property tax abatement levy, approved in 2022, will also see a \$15,000 increase in 2027 to account for the increased property values of the projects and the rising City tax rate. Furthermore, starting in 2027, as existing debt is paid off, the funds that were previously levied for debt payments will be transferred to the General Levy and subsequently redirected to the Capital Improvement Funds for future projects. The concept budgets also anticipate the potential phase-out of Franchise Fees by 2029 and include provisions for any necessary increases in staffing levels.

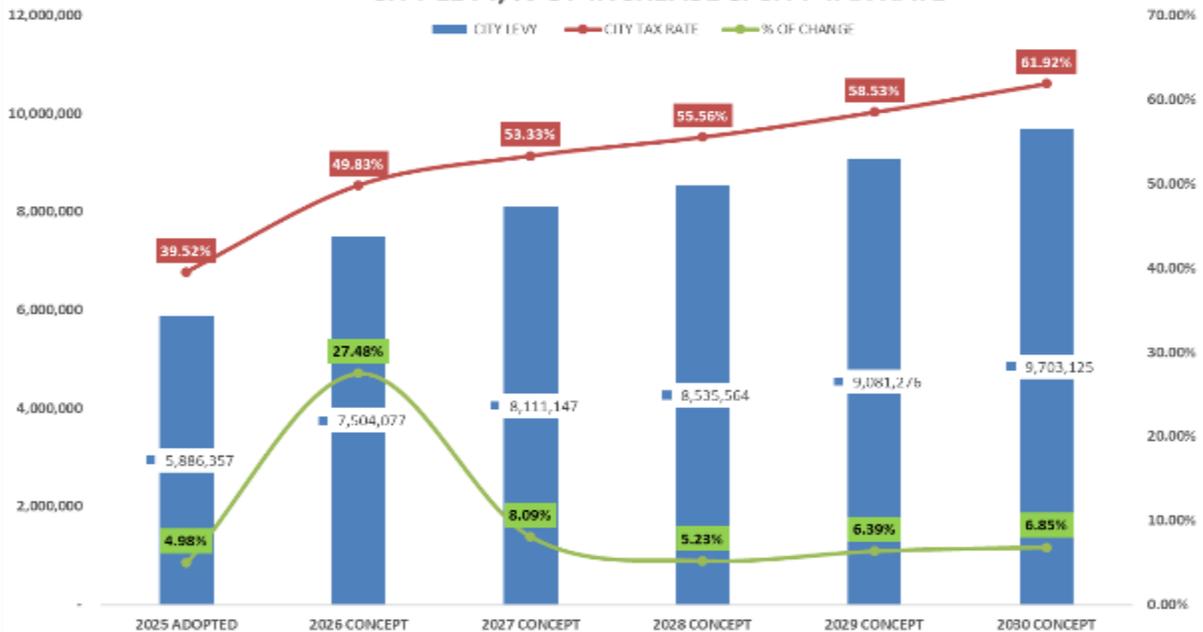
The total levy is projected to increase by approximately 6% to 9% annually, factoring in expected growth within the City. Specifically, in 2026, the Big Lake Economic Authority Levy will increase by \$30,000, raising the levy to \$160,000. Additional increases are planned in 2027 (\$50,000) and 2029 (\$40,000), bringing the levy to \$250,000 in 2029 and continuing beyond that.

A graph illustrating the projected levy through 2030 shows that the General Fund Levy will experience an average annual increase of around 9%. The long-term plan also considers the potential relocation of City Hall, which may require an increase in the debt levy to fund the move. However, due to the current lack of definitive information, the exact need for such an increase remains uncertain.

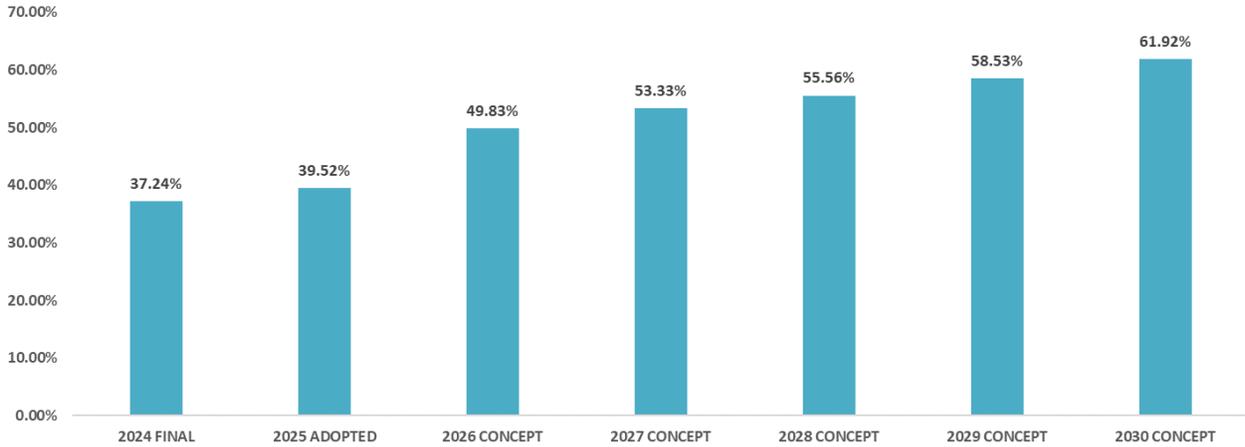
CITY LEVY COMPONENTS



CITY LEVY, % OF INCREASE & CITY TAX RATE



CITY TAX RATE PROJECTIONS - 1% GROWTH IN NET TAX CAPACITY



General Fund Long-Term Planning

The General Fund of the City of Big Lake is responsible for accounting for the revenues and expenditures necessary to provide essential governmental services. The primary revenue sources for the General Fund include property taxes, transfers from the Liquor Store fund, franchise fees, intergovernmental revenues, and licenses and permits. Expenditures from the General Fund are directed toward general government operations, public safety, streets, culture and recreation, and economic development.

The General Fund has maintained a strong financial position over the years, thanks to effective management of both revenue sources and expenditures. As of the end of 2024, the fund had a total balance of \$4.82 million, with an estimated fund balance of \$4.88 million for 2025. According to the City’s financial policies, the unassigned fund balance must be between 42% and 50% of the following year’s expenditure budget, ensuring the fund remains adequately capitalized for unforeseen needs or emergencies.

Below is a summary of past and recent year-end fund balance reserves as well as projection for future balances.

Fund Balance	2021	2022	2023	2024	2025 Budget
Nonspendable	\$ 99,339	\$ 101,247	\$ 114,388	\$ 117,253	\$ 123,116
Restricted					
Assigned	84,332	65,748	96,668	65,640	65,640
Unassigned	3,908,801	3,596,606	4,132,226	4,644,219	4,694,219
Total Fund Balance	\$ 4,092,472	\$ 3,763,601	\$ 4,343,282	\$ 4,827,112	\$ 4,882,975

Unassigned Fund Balance Policy

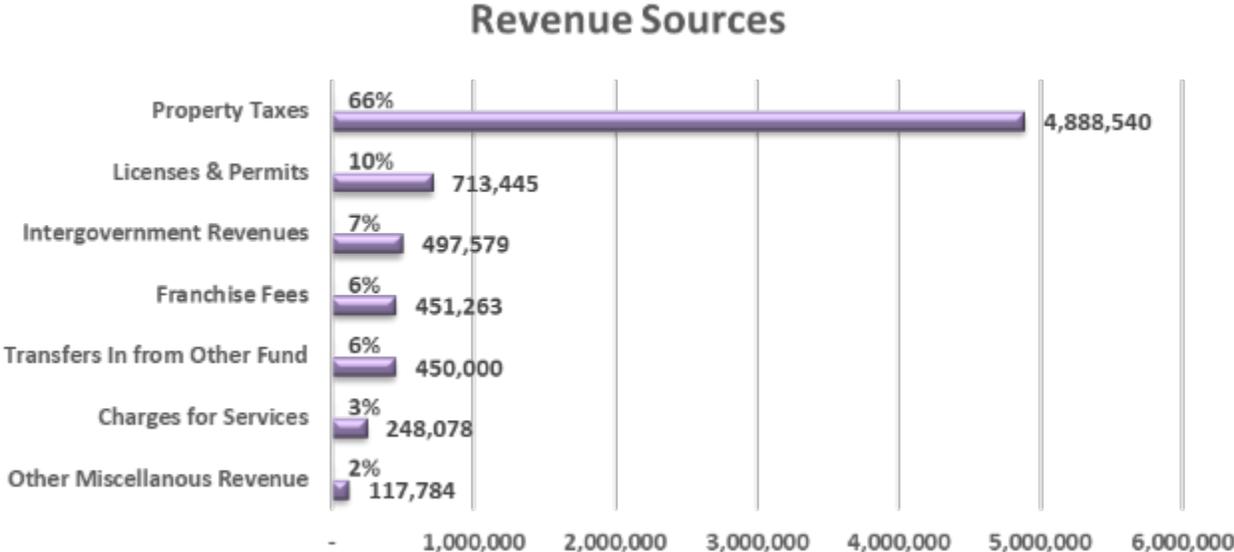
Must maintain 42% - 50% of the next year's expenditure budget

Fund Balance	2021	2022	2023	2024	2025 Budget
Expenditure Budget for next year	\$ 5,723,889	\$ 6,295,651	\$ 6,778,875	\$ 7,366,689	\$ 7,803,777
Policy Minimum Requirement 42% - 50%	2,861,945	3,147,826	3,389,438	3,683,345	3,901,889
Projected Ending Fund Balance to Expenditure:	68.29%	57.13%	60.96%	63.04%	60.15%

Source of Funds

The primary source of funding for the General Fund in the City of Big Lake is property taxes, which account for approximately 66% of the total revenues. Public safety services, the largest expenditure category in the General Fund, rely heavily on property tax funding, with more than half of the total property tax levy being allocated to support public safety.

In addition to property taxes, other revenue sources for the General Fund include transfers from the Liquor Store fund, franchise fees, intergovernmental revenues, and licenses and permits. These various revenue streams help to fund the essential services provided by the City, ensuring that the needs of the community are met. The breakdown of these revenue sources can be visualized in the accompanying chart, which illustrates the proportional contributions from each source to the General Fund.



The remaining 36% of all revenues in the General Fund come from non-property tax sources. A significant portion of this non-property tax revenue is generated through charges for services, franchise fees, and licenses and permits. The City has traditionally set charges for services and licenses and permits at levels that fully cover the cost of the services provided. To maintain fairness and competitiveness, all fees and charges are reviewed annually to ensure they remain reasonable and in line with current market standards. The following provides a detailed overview of the General Fund revenue sources, including future projections, organized by major category. This breakdown highlights how each revenue source contributes to funding the City's essential services and helps to ensure financial sustainability in the coming years.

Property Taxes

The proposed property tax levy for the General Fund in 2025 is \$5,042,703, which represents an increase of \$499,713 from the 2024 General Levy. This increase is driven by several factors, including a market rate adjustment to the City's pay plan, higher insurance costs, a rise in staffing needs, increased transfers to other funds for future projects, and a general increase in operational costs. This results in an 11% increase over the 2024 levy. The revenue budget for property taxes in the General Fund is presented as a net figure, which has been adjusted for estimates of delinquent and uncollectible taxes, shared taxes due to Big Lake Township, and tax abatements. The net property tax revenue figure for the General Fund is projected to be \$4,887,540.

The City's average residential values decreased by 1% over 2024. Commercial/Industrial average values increased by 4% from 2024. Apartment average values increased by 10%

For planning purposes, future property tax revenues shown in the Five-year Financial Plan are calculated to show the level of tax funding needed to balance the annual budget assuming that the present level of services are provided. In addition, a 1% growth in property value is assumed. The future property tax amounts shown in the Five-year Financial Plan are for projection purposes only to show the demand for additional levy before other decisions are made to determine the final levy by year.

Licenses & Permits

Licenses and permit revenue for the General Fund is estimated at approximately \$713,445, accounting for around 10% of the total General Fund revenues. In recent years, the City has seen a boost in these revenues due to large commercial developments, as well as a national home builder acquiring several parcels for new homes. Additionally, storms in the area have led to multiple years of roof and siding replacements, further increasing revenue from licenses and permits. However, estimates for 2025 and beyond are based on a more typical year, anticipating only 15 new single-family home permits. As such, this revenue line item will be closely monitored, and adjustments to estimates will be recommended as needed to ensure accuracy.

Charges for Services

Charges for services revenue for the General Fund is estimated at approximately \$248,078, which represents around 3% of the total General Fund revenues. This estimate is approximately \$1,667 higher than the 2024 budget. The increase is primarily due to higher streetlight utility fees, driven by the construction of new homes in previous years. This category also includes lease revenue from antenna site rental fees, which total about \$30,000 annually, with a projected 1% increase per year based on the contract terms. Additionally, starting in 2023, the fleet department began maintaining the fire department's equipment and billing the department for the cost of service, although this increase is expected to be minimal in future years. In 2023, there was also a budgeted decrease in lease rental income from a space previously leased next to Lake Liquor, as that lease was terminated. Moving forward, if this space is leased again, the category will be monitored and adjusted to reflect any increases in lease revenue.

Fines & Forfeitures

Fines and forfeitures revenue for the General Fund is estimated at approximately \$49,250, representing less than 1% of total General Fund revenues. This estimate is based on actual results from recent years and reflects a slight increase over the 2024 budget, in anticipation of increased patrol staffing and enhanced traffic enforcement in 2025. This revenue category primarily consists of court fines resulting from traffic enforcement and has been budgeted at a relatively consistent level year over year, with only modest adjustments based on expected changes in enforcement activity.

Intergovernmental Revenues

Intergovernmental revenues for the General Fund are estimated at \$497,579, accounting for approximately 7% of the total General Fund revenues. These revenues include contributions from the State for police and fire retirement, funding for street maintenance, various grants, and the Big Lake Township's contribution toward the City's library. For budgeting and projection purposes, this revenue category is maintained at a relatively consistent level year over year, reflecting stable support from external governmental sources.

Franchise Fees

Franchise fee revenues for the General Fund are estimated at \$451,263, representing approximately 6% of total General Fund revenues. These funds are used to help offset the cost of providing essential services to the community. The 2025 estimate, along with projections for future years, accounts for ongoing development in both residential and commercial sectors, with a modest increase reflecting the City's anticipated slow but steady growth. As part of the City's long-term financial planning, \$270,000 of franchise fee revenue will be transferred to the Capital Improvement Fund for street maintenance in 2025, with this transfer increasing to \$400,000 in 2026. Additionally, long-term projections consider the potential phase-out of franchise fees by 2029.

Transfer in from Other Funds

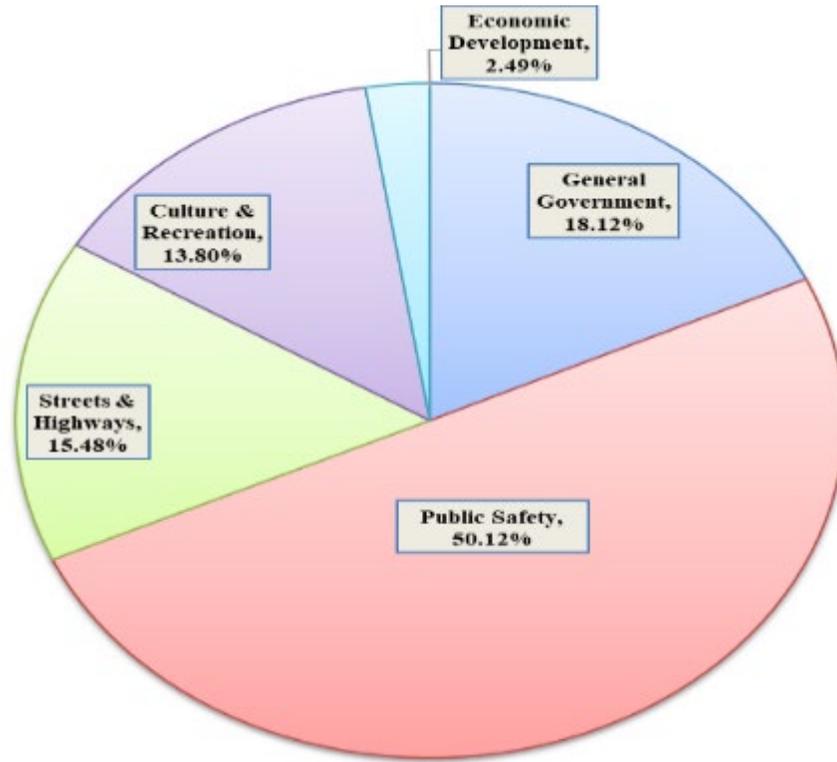
The Liquor Store Fund provides an annual transfer to the General Fund to help offset the cost of delivering services to the community. For 2025, the budgeted transfer is \$450,000, which accounts for approximately 7% of the General Fund revenues. The City extends its appreciation to the citizens of Big Lake for their continued support of Lake Liquor—without this growth and patronage, the City would be unable to rely on this transfer and might otherwise need to reduce services or increase the property tax levy. Looking ahead, the transfer is projected to remain at approximately \$450,000 annually; however, this figure will need to be reviewed and adjusted each year based on the Liquor Store's profitability.

Use of Designed Assigned Fund Balance

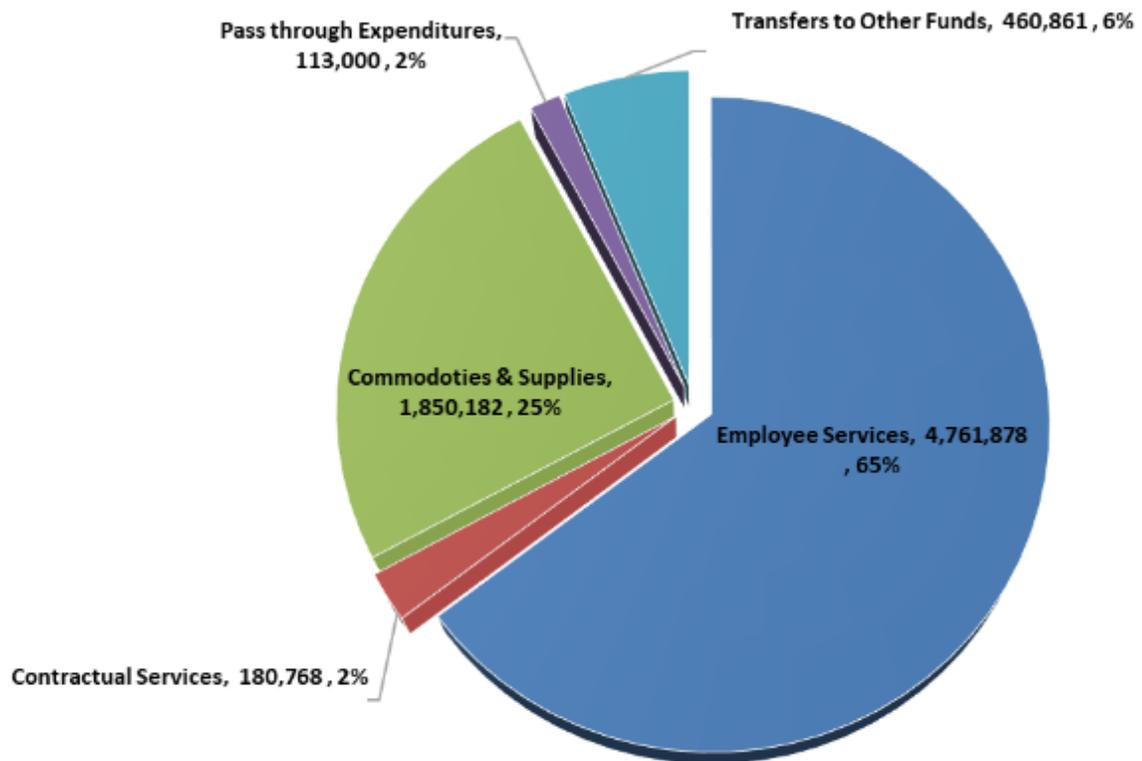
In 2025, the City's General Fund budget does not rely on any assigned fund balance to achieve a balanced budget. In previous years, assigned fund balance was used to support the Early Childhood Family Education (ECFE) program, particularly for the "Reading in the Park" initiative. However, as of 2024, all previously assigned funds for this program—originally derived from community donations—have been fully utilized. Each year, the City Council permits staff to allocate any remaining donations received but not yet spent as designated assigned fund balance for individual departments. This allows departments to budget for specific expenditures in the following year without increasing the property tax levy. For long-term planning purposes, the Council has not committed any funding for the ECFE program beyond 2025. Staff will need to bring forward recommendations regarding the program's continuation and identify potential funding sources for 2026 and beyond.

Use of Funds

General Fund expenditures are allocated to support a broad range of essential municipal services, including public safety, street maintenance, engineering, building inspections, regulatory services, parks and recreation, planning and zoning, finance, and general government administration. Among these service areas, public safety—which encompasses the police, fire, and building divisions—represents the largest portion of the budget, accounting for approximately 50% of total General Fund expenditures. This reflects the City's continued commitment to maintaining a safe and well-served community. The accompanying chart provides a detailed breakdown of expenditures by major service category, excluding transfers, to illustrate how General Fund resources are distributed to meet the City's operational priorities.



Use of Funds in the General Fund can also be broken down into the following spending categories for which further explanation and comparison of change from 2024 to 2025 is provided.



Employee Services (Personnel Costs)

Employee services include wages, health, dental, and life insurance, along with a range of other benefits such as employer-paid taxes, pension contributions, workers' compensation insurance, wellness programs, and disability coverage. In December, the City Council approved a 3% market adjustment to the pay scale for all union and non-union employees. Additionally, Council authorized the implementation of an Advance Resignation Notice Program with a \$3,000 annual budget and renewed its commitment to the Wellness Program with a \$7,000 annual budget. The Council also approved the increase to the union insurance contribution and on-call pay. The council approved the contribution to the Health Saving Account (HSA) to staff that carry family coverage on the City's insurance (Public Work union members are not on the City's insurance).

Staffing increases across several departments—including police, engineering, streets and parks, and water/wastewater—have been incorporated into the 2025 budget and future projections, as recommended by the 2023 Staffing Study. While workers' compensation insurance had been trending downward due to improved experience ratings, recent national trends have reversed this progress, particularly in the public safety division. A 10% increase in workers' compensation rates is projected for 2025, with similar increases expected in future years. Health insurance premiums are also trending upward, with an estimated average annual increase of 10%.

The 2025 and concept budgets have been adjusted to account for newly mandated state benefits, including the Sick and Safe Leave Act (effective 2024) and the Minnesota Paid Family and Medical Leave Act (effective 2026). For the General Fund, total employee services are projected to increase by 10.87% in 2025 compared to 2024. Citywide, the increase is 12.56%, reflecting additional police staffing, rising overtime costs, state-mandated benefits, and adjustments in fund allocations between the enterprise and general funds.

In 2024, the City budgeted an additional \$25,000 for election-related expenses, including compensation for election judges. As 2025 is not an election year, these costs were excluded. Looking ahead, the City has included election-related funding in every election year of the long-term plan, with the 2027 budget increasing to \$27,000.

Over the next five years, personnel expenditures are projected to rise by 6% to 8% annually. In 2026, a 7.49% increase is expected primarily due to the shift to a managed IT consultant team (costing roughly the same as a dedicated IT staff member). In 2027, a 7.99% increase is anticipated with expanded staffing in the Streets & Parks division. The five-year plan also includes a 3% market adjustment to the pay scale and step increases for employees who have not yet reached the final step in the City's 23-grade, 9-step pay plan.

Contractual Services (professional services)

Legal, auditing, informational technology and other consultants are included in professional contractual services and represents approximately 2% of the total General Fund expenditures budget. The 2025 budget estimates are \$180,768 or 7% increase from the 2024 budget, due to higher legal fees and the need for engineering consultants to support ongoing projects. Future projects for professional services expenditures incorporate a constant inflationary factor.

Commodities and Supplies

Operations expenditures, which include supplies, advertising, utilities, fuel, subscriptions, dues, training, and maintenance for vehicles, equipment, and buildings, represent approximately 25% of the total General Fund expenditures. Fuel costs have been favorable in recent years, but have risen since 2022, prompting the City to

explore cost-saving measures, such as on-site fueling at the Public Works building. Fuel budgets are based on average prices and historical usage trends for each department. Staff training remains a priority for the Council, and the training budget is consistently maintained, and adjustments are made for any new required or requested training. Future operations expenditures are projected using a constant inflationary factor.

Transfers

Major capital expenses for facilities, fleet and other capital items or projects are accounted for in the Infrastructure Improvement/Replacement Capital Fund and the Equipment and Building Replacement Capital Fund. Since 2016, the City has budgeted the Local Government Aid received from the State into these Capital Funds. In addition, the 2025 General Fund expenditure budget is a \$460,861 transfer to the Capital Funds for future projects. Future year transfers also take into consideration transfers from the General Fund to the Capital Funds for future projects based on the City’s Capital Improvement Plan. Again in 2025, there is a \$270,000 transfer of the Franchise fees to the Street Maintenance CIP Fund and the \$100,000 transfer to the Parks and Trail CIP. Then beginning in 2026, due to the decrease in the debt levy, there will be an additional \$130,000 transfer to the Capital Improvement Funds. The goal is that by 2030 the transfer to the Capital Improvement Funds for Street Maintenance/Improvements or other improvements will be \$700,000 a year. This can change if the need to bond for a new City Hall is realized.

Debt

The General Fund does not make any direct debt services payment, but in the past the fund did transfer revenue received from the lease of a portion of the Liquor Store to the Jerky Shoppe to the debt service fund for the bonds used to purchase the liquor store building. In 2022 this debt was called and paid off early, this transfer is no longer budgeted.

Fund Balance

It is important for the financial stability of the City to maintain fund balance for unanticipated expenditures or unforeseen emergencies, as well as to provide adequate working capital for current operating needs as to avoid short-term borrowing.

The City will maintain fund balances in the General Fund at a level which will avoid issuing short-term debt to meet the cash flow needs of the current operating budget. The goal of the City is to maintain a minimum total General Fund unassigned fund balance of 42% - 50% of the projected next year’s operating budget per the City’s financial policies. In addition, per the finance policies if at year-end the unassigned fund balance is more than the required level, such excess may be transferred into the Capital Improvement Funds for Infrastructure or Equipment/Building Replacement.

For long-term planning, the City is projecting that the fund balance will maintain a 42% - 50% fund balance of current year expenditures as well as the next concept budget.

General Fund Five-Year Financial Plan

STATEMENT OF REVENUES AND EXPENDITURES -
SUMMARY BUDGET - GENERAL FUND
FIVE-YEAR FINANCIAL PLAN

	Actual		Budget							
	2022	2023	2024	2025	+/- to last year	2026	2027	2028	2029	2030
REVENUE										
Taxes	\$ 3,585,720	\$ 4,121,504	\$ 4,415,208	\$ 4,887,540	\$ 472,332	\$ 5,370,059	\$ 5,620,442	\$ 6,039,114	\$ 6,732,017	\$ 7,339,378
Special assessments	5,040	834	3,000	1,000	(2,000)	1,000	1,000	1,000	1,000	1,000
Licenses and permits	798,583	723,587	644,497	713,445	68,948	800,400	891,448	983,496	1,074,544	1,165,592
Intergovernmental revenues	506,759	591,371	477,790	497,579	19,789	366,726	366,908	367,100	367,304	367,521
Franchise Fees	454,572	461,496	450,303	451,263	960	452,223	453,183	454,143	-	-
Charges for services	307,555	284,446	246,411	248,078	1,667	253,119	255,614	258,183	260,708	263,307
Fines and forfeitures	33,032	42,097	47,100	49,250	2,150	51,250	53,250	55,250	57,250	59,250
Interest earnings	(576,434)	445,332	37,000	64,534	27,534	55,000	55,000	55,000	55,000	55,000
Contributions/Donations	37,555	27,270	1,500	1,500	-	1,500	1,500	1,500	1,500	1,500
Miscellaneous revenue	37,134	97,366	2,500	2,500	-	2,500	2,500	2,500	2,500	2,500
Transfer In from Other Funds	506,842	450,000	450,000	450,000	-	450,000	450,000	450,000	450,000	450,000
Total Current year revenues	5,696,358	7,245,303	6,775,309	7,366,689	591,380	7,803,777	8,150,845	8,667,287	9,001,823	9,705,048
Prior year Donations - Designed Fund Balance	8,920	9,546	3,566	-	(3,566)	-	-	-	-	-
TOTAL GENERAL FUND REVENUES BUDGET	\$ 5,705,278	\$ 7,254,849	\$ 6,778,875	\$ 7,366,689	\$ 587,814	\$ 7,803,777	\$ 8,150,845	\$ 8,667,287	\$ 9,001,823	\$ 9,705,048
EXPENDITURES										
Mayor/Council	\$ 38,180	\$ 32,811	\$ 33,426	\$ 33,681	\$ 255	\$ 33,725	\$ 33,765	\$ 33,806	\$ 33,849	\$ 33,895
Planning and Zoning	180,783	203,895	223,568	238,666	15,098	252,779	266,280	280,590	295,756	311,852
Elections	17,238	305	36,100	2,000	(34,100)	34,100	2,000	39,100	2,000	35,100
Administration and Finance	592,785	577,153	558,845	588,655	29,810	675,250	705,613	741,296	771,914	808,132
IT - Computer/Software/Maintenance	95,715	139,175	139,399	160,539	21,140	172,743	170,068	187,134	192,362	192,019
BLCS	57,382	129,120	72,966	73,661	695	76,317	79,085	82,024	85,145	88,463
EDA	59,881	153,112	172,166	183,411	11,245	193,421	203,759	214,718	226,335	238,665
Building Inspection	255,590	229,553	238,921	223,104	(15,817)	229,768	235,979	242,501	249,354	256,564
Engineering	89,521	90,537	110,854	137,914	27,060	145,470	153,081	161,146	169,693	178,761
Streets	556,744	612,279	680,547	765,234	84,687	799,568	890,636	935,136	982,549	1,033,113
Fleet Maintenance	167,523	249,677	216,396	232,182	15,786	242,826	253,849	265,511	277,851	290,921
Parks	585,688	623,760	688,855	692,430	3,575	722,732	801,758	833,365	866,963	902,727
Police	2,241,775	2,333,170	2,693,421	3,104,124	410,703	3,280,766	3,471,428	3,672,696	3,888,159	4,113,087
Fire	324,918	364,614	337,478	348,918	11,440	240,364	250,828	257,783	266,648	274,827
Community - Recreation	103,650	106,192	120,322	121,309	987	122,336	128,353	134,732	141,494	148,672
Transfers out	657,872	820,267	455,611	460,861	5,250	581,611	504,361	585,750	551,750	798,250
TOTAL GENERAL FUND EXPENDITURES	\$ 6,025,245	\$ 6,665,620	\$ 6,778,875	\$ 7,366,689	\$ 587,814	\$ 7,803,777	\$ 8,150,845	\$ 8,667,287	\$ 9,001,823	\$ 9,705,048
NET REVENUE OVER										
(UNDER) EXPENSE	\$ (319,967)	\$ 589,229	\$ 0	\$ 0	\$ 0	\$ (0)	\$ 0	\$ (0)	\$ 0	\$ (0)
Unassigned Fund Balance - Projected	\$ 3,596,606	\$ 4,117,294	\$ 4,117,294	\$ 4,117,294		\$ 4,117,294	\$ 4,117,294	\$ 4,117,294	\$ 4,117,294	\$ 4,117,294
Percentage of Expenditures:										
Unassigned Fund Balance must remain 50%	53.96%	60.74%	55.89%	55.89%		52.76%	50.51%	47.50%	45.74%	42.42%

General Fund Five-Year Financial Plan Expenditure Budget

Summary by Category

Category:	2024-2025					2026	2027	2028	2029	2030
	2023 Actual	2024 Final Budget	2025 Adopted Budget	\$ Change	% Change	Concept Budget				
Personnel	\$ 3,801,866	\$ 4,294,889	\$ 4,761,878	\$ 466,989	10.87%	\$ 5,118,679	\$ 5,527,603	\$ 5,857,325	\$ 6,207,664	\$ 6,580,385
Elections	-	25,000	-	(25,000)	-100.00%	25,000	-	27,000	-	25,000
Professional Services	181,726	169,295	180,768	11,473	6.78%	182,077	185,044	186,672	189,761	191,514
Operations	1,699,933	1,712,080	1,841,182	129,102	7.54%	1,887,410	1,924,837	2,001,541	2,043,648	2,100,899
Marketing	7,419	8,000	8,000	-	0.00%	8,000	8,000	8,000	8,000	8,000
Animal Control	388	1,000	1,000	-	0.00%	1,000	1,000	1,000	1,000	1,000
Pass Through Expenditures	152,268	113,000	113,000	-	0.00%	-	-	-	-	-
Transfers to other Funds	820,267	455,611	460,861	5,250	1.15%	581,611	504,361	585,750	551,750	798,250
Total - Budget	\$6,665,620	\$6,778,875	\$ 7,366,689	\$ 587,814	8.67%	\$7,803,777	\$8,150,845	\$8,667,287	\$9,001,823	\$ 9,705,048
% of budget	2023	2024	2025			2026	2027	2028	2029	2030
Personnel	57.04%	63.36%	64.64%			65.59%	67.82%	67.58%	68.96%	67.80%
Personnel - Elections	0.00%	0.37%	0.00%			0.32%	0.00%	0.31%	0.00%	0.26%
Professional Services	2.73%	2.50%	2.45%			2.33%	2.27%	2.15%	2.11%	1.97%
Operations	25.50%	25.26%	24.99%			24.19%	23.62%	23.09%	22.70%	21.65%
Marketing	0.11%	0.12%	0.11%			0.10%	0.10%	0.09%	0.09%	0.08%
Animal Control	0.01%	0.01%	0.01%			0.01%	0.01%	0.01%	0.01%	0.01%
Pass Through Expenditures	2.28%	1.67%	1.53%			0.00%	0.00%	0.00%	0.00%	0.00%
Interfund/Lease payment	0.03%	0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%
Transfers to other Funds	12.31%	6.72%	6.26%			7.45%	6.19%	6.76%	6.13%	8.23%
	100.00%	100.00%	100.00%			100.00%	100.00%	100.00%	100.00%	100.00%

Summary by Service

Service	2024-2025					2026	2027	2028	2029	2030
	2023 Actual	2024 Budget	2025 Adopted Budget	\$ Change	% Change	Concept Budget				
<u>General Government</u>										
Mayor/Council	\$ 32,811	\$ 33,426	\$ 33,681	255	0.76%	\$ 33,725	\$ 33,765	\$ 33,806	\$ 33,849	\$ 33,895
Planning	203,895	223,568	238,666	15,098	6.75%	252,779	266,280	280,590	295,756	311,852
Elections	2,305	36,100	8,000	(28,100)	-77.84%	34,100	8,000	39,100	8,000	35,100
Administration/Finance	1,237,597	853,845	883,655	29,810	3.49%	1,100,250	1,130,613	1,266,296	1,196,914	1,533,132
IT - Computer/Software/Maintenance	149,175	158,399	170,539	12,140	7.66%	182,743	180,068	197,134	202,362	211,019
Total General Government	1,625,783	1,305,338	1,334,542	29,204	2.24%	1,603,598	1,618,727	1,816,925	1,736,881	2,124,998
<u>Public Safety</u>										
Police	2,345,781	2,706,032	3,116,735	410,703	15.18%	3,293,377	3,484,039	3,672,696	3,948,159	4,113,087
Fire	364,614	337,478	352,168	14,690	4.35%	240,364	250,828	257,783	266,648	278,327
Building	229,553	238,921	223,104	(15,817)	-6.62%	229,768	235,979	242,501	249,354	256,564
Total Public Safety	2,939,948	3,282,431	3,692,007	409,576	12.48%	3,763,509	3,970,846	4,172,980	4,464,161	4,647,979
<u>Streets & Highways</u>										
Engineering	90,537	110,854	137,914	27,060	24.41%	145,470	153,081	161,146	169,693	178,761
Fleet Maintenance	249,677	216,396	232,182	15,786	7.29%	242,826	253,849	265,511	277,851	290,921
Streets	626,036	685,547	770,234	84,687	12.35%	804,568	895,636	940,136	987,549	1,038,113
Total Streets & Highways	966,250	1,012,797	1,140,330	127,533	12.59%	1,192,863	1,302,566	1,366,793	1,435,093	1,507,795
<u>Culture & Recreation</u>										
Parks	745,216	807,855	811,430	3,575	0.44%	841,732	837,508	869,115	902,713	938,477
BLCSC	129,120	72,966	73,661	695	0.95%	76,317	79,085	82,024	85,145	88,463
Community - Recreation (other)	106,192	125,322	131,309	5,987	4.78%	132,336	138,353	144,732	151,494	158,672
Total Culture & Recreation	980,528	1,006,143	1,016,400	10,257	1.02%	1,050,385	1,054,946	1,095,871	1,139,352	1,185,612
<u>Economic Development</u>										
	153,112	172,166	183,411	11,245	6.53%	193,421	203,759	214,718	226,335	238,665
Total General Fund Expenditures	\$ 6,665,620	\$ 6,778,875	\$ 7,366,689	587,814	8.67%	\$7,803,777	\$8,150,845	\$8,667,287	\$9,001,823	\$9,705,048

Special Revenue Funds Long Term Planning

The Special Revenue Funds are governmental funds to account for services and expenditures where revenue is restricted for a designated purpose. The City maintains eight Special Revenue Funds, however only three are budgeted funds using the modified accrual basis. All funds however do use the modified accrual basis for the financial statements.

Following are the Special Revenue Funds that are budgeted.

- **EDA Fund** – is the general fund for the Big Lake Economic Development Authority (EDA). The main revenue is the EDA tax levy for the purpose of funding development needs
- **Farmers Market Fund** – is the general fund for the Big Lake Farmers Market. The main revenue is donations and vendor licenses
- **Music in the Park Fund** – is the general fund for the Music in the Park community event. The main revenue source is donations
- **American Rescue Plan Act Fund** – is the general fund for the federal funding received pertaining to COVID 19 pandemic. The only revenue source is a federal grant and the funds will be used for replacement of water meters beginning in 2022 and completed by 2024 as dictated by federal guidelines

EDA Fund Financial Plan

The Big Lake Economic Development Authority (EDA) Fund was created by the City Council in 1990. The EDA Fund accounts for the general activities of the EDA. The City Council appoints the seven members to serve as Board Commissioners, two of which are members of the City Council. The remaining five members are members of the community.

Under Minnesota Statutes Chapter 469-Economic Development, cities may establish an EDA, including approval for the EDA to serve as a Housing and Redevelopment Authority (HRA). The maximum general operational levy of HRAs allowed under State law is 0.185% of the taxable market value. The authorizing Statute permits the EDA to levy and collect a special benefit levy.

State law provides that expenditures maybe made from the EDA Fund based on the following criteria: 1) the EDA appropriates the funds as part of the annual budget, and/or 2) the EDA authorizes any amendment to the EDA budget outside of the annual appropriation process.

Source of Funds

The principal sources of revenue for the Economic Development Authority (EDA) fund are the property tax levy and interest earned on cash balances. The property tax levy is currently under the maximum allowable under the special levy law.

For 2025, the levy is projected to remain the same as in 2024 at \$130,000, consistent with the amount approved in 2019. The 2019 increase of \$80,000 was allocated to fund 50% of the Community Development Director’s wage, as this position also serves as the Executive Director of the Big Lake Economic Development Authority (BLEDA). Prior to 2019, all wages for the Community Development Director were funded by the General Fund. In 2023, the allocation was adjusted to 25% from BLEDA and 75% from the General Fund, more accurately reflecting the time spent on each role.

The long-term plan for the EDA fund maintains the levy at \$130,000 through 2025, with a planned increase of \$30,000 in 2026, an increase of \$50,000 in 2027, and an increase of \$40,000 in 2029 bringing the total levy to \$250,000. These increases are expected to help build up the fund balance to support future economic development efforts. Without the special EDA levy, there are no other identified funding sources to sustain these activities.

In 2022, the City Council approved a \$600,000 transfer to BLEDA from the unallocated Capital Improvement Fund to establish a redevelopment and property acquisition fund. These funds are intended to promote development within the City. BLEDA made significant purchases, including a building adjacent to City Hall in 2023 and land in 2024 for a potential new City Hall. A portion of the building purchased in 2023 is leased to a tenant. While lease revenue and associated expenditures were included in the 2024 budget, these amounts have been removed from the 2025 and beyond budgets, due to the tenant’s ongoing purchase of another space owned by the City in the same building as the City’s liquor store.

Use of Funds

According to State Statute, the proceeds from the EDA levy can be used for one or both of the following purposes:

- 1) Projects to remedy the shortage of housing for low and moderate-income residents,
- 2) Public redevelopment costs where private enterprise would not act without government participation.

The City has used the EDA Funds for redevelopment purposes.

The 2025 budget includes an annual \$50,000 transfer to the Industrial Park Expansion Land Purchase fund for debt payments related to special assessments from a redevelopment project that began in 2020. Additional uses of the funds for 2025 will cover staff position allocations, marketing, and department operating expenses.

Fund Balance

The City will maintain fund balances in the Special Revenue Funds at a level which will avoid issuing short-term debt to meet the cash flow needs of the current operating budget. The Plan maintains a fund balance within the EDA Fund to meet both anticipated and unanticipated future economic development needs. The City will annually evaluate the level of fund balance for its appropriateness.



Summary Budget

City of Big Lake Economic Development Fund 275

Revenue Budget

Account Number	Description	Levy \$130K	Levy \$130K	2024-2025		Levy \$160K	Levy \$210K	Levy \$210K	Levy \$250K	Levy \$250K
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change	2026 Concept Budget	2027 Concept Budget	2028 Concept Budget	2029 Concept Budget	2030 Concept Budget
275-000-3101	RE & PP Taxes-Current	\$ 128,700	\$ 128,700	\$ -		\$ 158,400	\$ 207,900	\$ 207,900	\$ 247,500	\$ 247,500
275-000-3102	RE & PP Taxes-Delinquent	400	400	-		400	400	400	400	400
275-000-3940	Lease/Rental/CAM	21,165	-	(21,165)	-100.00%	-	-	-	-	-
275-000-3991	Leases Interest Revenue	2,636	-	(2,636)	-100.00%	-	-	-	-	-
275-000-3999	Interest Earned	2,500	2,500	-		2,500	2,500	2,500	2,500	2,500
Total Revenues		\$ 155,401	\$ 131,600	\$ (23,801)	-15.32%	\$ 161,300	\$ 210,800	\$ 210,800	\$ 250,400	\$ 250,400
Projected Cash Flow Change		2024	2025			2026	2027	2028	2029	2030
	Beginning Cash Balance	\$ 459,011	\$ 248,370			\$ 204,028	\$ 186,034	\$ 214,696	\$ 240,343	\$ 302,392
	Projected Excess Revenue	(28,641)	(44,342)			(17,994)	28,662	25,646	62,049	58,655
	Land Purchase Expense	(182,000)	-			-	-	-	-	-
Projected Ending Cash		\$ 248,370	\$ 204,028			\$ 186,034	\$ 214,696	\$ 240,343	\$ 302,392	\$ 361,047

Expenditure Budget

Account Number	Description	2024-2025		2024-2025		2026	2027	2028	2029	2030
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change	2026 Concept Budget	2027 Concept Budget	2028 Concept Budget	2029 Concept Budget	2030 Concept Budget
275-000-00-05	Wages	\$ 32,190	\$ 33,994	\$ 1,804	5.60%	\$ 36,034	\$ 38,196	\$ 40,487	\$ 42,917	\$ 45,492
275-000-00-05	Insurance Benefits (er)	4,644	5,174	530	11.41%	5,484	5,814	6,162	6,532	6,924
275-000-00-05	HSA Accounts	-	250	250	100.0%	750	750	750	750	750
275-000-00-05	F.I.C.A./Medicare (er)	2,463	2,601	138	5.60%	2,757	2,922	3,097	3,283	3,480
275-000-00-05	P.E.R.A. (er)	2,415	2,550	135	5.59%	2,883	3,056	3,239	3,433	3,639
275-000-00-05	PFMLA	113	150	37	32.74%	163	178	195	213	237
275-000-00-20	Audit	600	650	50	8.33%	650	650	650	650	650
275-000-00-20	Engineering	500	250	(250)	-50.00%	250	250	250	250	250
275-000-00-20	Legal	5,000	6,000	1,000	20.00%	6,000	6,000	6,000	6,000	6,000
275-000-00-20	Other Consultants	5,000	5,000	-		5,000	5,000	5,000	5,000	5,000
275-000-00-25	Real Estate Taxes	7,752	2,758	(4,994)	-64.42%	2,758	2,758	2,758	2,758	2,758
275-000-00-25	Website	250	250	-		250	250	250	250	250
275-000-00-25	Recording Fees	150	150	-		150	150	150	150	150
275-000-00-25	Other Operations Expenses	50	50	-		50	50	50	50	50
275-000-00-25	Uniforms/Clothing	-	100	100	100.0%	100	100	100	100	100
275-000-00-25	Advertising	500	2,000	1,500	300.00%	2,000	2,000	2,000	2,000	2,000
275-000-00-25	Sanitation/Garbage Removal	6,000	-	(6,000)	-100.00%	-	-	-	-	-
275-000-00-25	Postage	25	25	-		25	25	25	25	25
275-000-00-25	Training - Edam Conference	1,000	1,250	250	25.00%	1,250	1,250	1,250	1,250	1,250
275-000-00-25	Training - Other Training	-	250	250	100.0%	250	250	250	250	250
275-000-00-25	Travel/Mileage	150	150	-		150	150	150	150	150
275-000-00-25	Meals	100	100	-		100	100	100	100	100
275-000-00-25	Liability Insurance	-	1,000	1,000	100.0%	1,000	1,000	1,000	1,000	1,000
275-000-00-25	Contractors Hired	500	500	-		500	500	500	500	500
275-000-00-25	Snow Removal (lots owned)	500	-	(500)	-100.00%	-	-	-	-	-
275-000-00-25	Repair/Maintenance Building - held	2,500	1,500	(1,000)	-40.00%	1,500	1,500	1,500	1,500	1,500
275-000-00-25	Electricity	6,000	3,600	(2,400)	-40.00%	3,600	3,600	3,600	3,600	3,600
275-000-00-25	Natural Gas	3,240	3,240	-		3,240	3,240	3,240	3,240	3,240
275-000-00-25	Water/Sewer Utilities	2,400	2,400	-		2,400	2,400	2,400	2,400	2,400
275-000-00-26	Marketing - Communications	50,000	50,000	-		50,000	50,000	50,000	50,000	50,000
275-000-00-71	Transfer to FUND 141 - Specials	50,000	50,000	-		50,000	50,000	50,000	50,000	50,000
Total Expenditures		\$ 184,042	\$ 175,942	\$ (8,100)	-4.40%	\$ 179,294	\$ 182,138	\$ 185,154	\$ 188,351	\$ 191,745
Excess Revenues/(deficit)		(28,641)	(44,342)	-		(17,994)	28,662	25,646	62,049	58,655

Farmers Market Fund Financial Plan

This fund is used for all transactions pertaining to the Farmer’s Market that is held May through September on every Wednesday as well as the winter market that is held once a month from November until April. As of 2018 the newly created position of recreational coordinator is responsible for the farmer’s market. In 2017, the City implemented the EBT/Debit/Credit Card capability for purchases at the market, as well as the Power of Produce program. In 2019, music was added to the Farmers Market, and the market continues to see growth. The long-term plan indicates that the market should sustain itself, as long as increase in donations and sponsorships are realized. However, staff should continue to look for grants to support this program.

Mission Statement

To support farmers, crafters, and musicians while providing healthy food access and a place to spend time with family and neighbors while enjoying Big Lake’s beautiful Lakeside Park.

Source of Funds

The principal source of revenues for this fund is donations from organizations and vendor licenses. The finance plans show a constant level of donations and vendor licenses, without these sources of revenue there is no other identified funding source to sustain this activity.

Use of Funds

The expenditures related to this fund pertain to the staff position to coordinate the market, music, and other entertainment during the market as well as operating supplies needed for the market.



Summary Budget

City of Big Lake
FARMERS MARKET FUND
FUND 280

REVENUES

Account Number	Description	2024	2025	2026	2027	2028	2029	2030
		Adopted Budget	Adopted Budget	Concept Budget				
280-000-3160	Inter-govt Revenue	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
280-000-3200	Vendor Licenses	2,000	2,000	2,000	2,000	2,000	2,000	2,000
280-000-3203	Vendor Licenses - Winter	200	500	500	500	500	500	500
280-000-3230	Donations from Organization	9,500	9,500	9,500	9,500	9,500	9,500	9,500
280-000-3357	Farmers Market Bages	10	10	10	10	10	10	10
280-000-3999	Interest Earned	100	100	100	100	100	100	100
280-000-4200	Other Grant Proceeds	200	200	200	200	200	200	200
280-000-4204	Other Grant Proceeds - Private	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Total Revenues		\$ 14,010	\$ 14,310					

EXPENDITURES

Account Number	Description	2024	2025	2026	2027	2028	2029	2030
		Adopted Budget	Adopted Budget	Concept Budget				
280-000-00-05-4002	Wages	\$ 3,701	\$ 3,911	\$ 4,146	\$ 4,394	\$ 4,658	\$ 4,938	\$ 5,234
280-000-00-05-4008	Insurance Benefits (er)	312	348	383	421	463	510	560
280-000-00-05-4009	HSA Accounts	75	75	75	75	75	75	75
280-000-00-05-4010	F.I.C.A./Medicare (er)	283	300	317	336	356	378	400
280-000-00-05-4012	P.E.R.A. (er)	278	294	332	352	373	395	419
280-000-00-05-4021	PFMLA	13	18	19	20	21	23	24
280-000-00-05-4016	W/C Insurance	20	20	21	22	23	24	26
280-000-00-25-4110	Bank Charges	500	700	700	700	700	700	700
280-000-00-25-4210	Operating Supplies	150	500	500	500	500	500	500
280-000-00-25-4212	Other Operations Expenses	4,300	6,500	6,500	6,500	6,500	6,500	6,500
280-000-00-25-4220	Advertising	650	700	700	700	700	700	700
280-000-00-25-4238	Training/Schools	50	50	50	50	50	50	50
280-000-00-25-4257	Contractors Hired	4,300	4,300	4,300	4,300	4,300	4,300	4,300
280-000-00-25-4260	Subscriptions/Dues	670	670	670	670	670	670	670
Total Expenditures		\$ 15,302	\$ 18,386	\$ 18,712	\$ 19,040	\$ 19,390	\$ 19,762	\$ 20,158

EXCESS REVENUES OVER EXPENDITURES \$ (1,292) \$ (4,076) \$ (4,402) \$ (4,730) \$ (5,080) \$ (5,452) \$ (5,848)

Projected Cash Flow Change	2024	2025	2026	2027	2028	2029	2030
Beginning Cash Balance	\$ 26,846	\$ 25,554	\$ 21,478	\$ 17,076	\$ 12,345	\$ 7,265	\$ 1,814
Projected Excess Revenue	(1,292)	(4,076)	(4,402)	(4,730)	(5,080)	(5,452)	(5,848)
Projected Ending Cash	\$ 25,554	\$ 21,478	\$ 17,076	\$ 12,345	\$ 7,265	\$ 1,814	\$ (4,034)

Music in the Park Fund Financial Plan

This fund is used for all transactions pertaining to the Music in the Park that is held on Thursdays during the summer. The Legacy Foundation of Big Lake created the community’s beloved Music in the Park series in 2013 and each year it has continued to bring this free, family-friendly event to the Big Lake area. After eight years of coordinating and hosting this successful series, the Legacy Foundation of Big Lake has decided to disband, bringing forward the opportunity for the City to coordinate Music in the Park in 2021 and future years. The recreational coordinator is responsible for Music in the Park. The long-term plan indicates that the event should sustain itself, as long as donations and sponsorships are realized. However, staff will need to research grants to sustain this program or council will have to approve an additional increase from the general fund beginning in 2025.

Mission Statement

To create a remarkable musical event, while providing food access and a place to spend time with family and neighbors while enjoying Big Lake’s beautiful Lakeside Park.

Source of Funds

The principal source of revenues for this fund is donations from organizations. The finance plans show a constant level of donations, and a transfer from the general fund of \$10,000. Without this source of revenue there is no other identified funding source to sustain this activity.

Use of Funds

The expenditures related to this fund pertain to the staff position to coordinate the event, and other entertainment during the event as well as operating supplies needed for the event.



Summary Budget

City of Big Lake
MUSIC IN PARK - NEW 2021
FUND 282

REVENUES

Account Number	Description	2024	2025	2026	2027	2028	2029	2030
		Adopted Budget	Adopted Budget	Concept Budget				
282-000-3155	Transfer In Revenue - Admin	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000
282-000-3230	Donations from Organization	26,500	\$ 22,000	22,000	22,000	22,000	22,000	22,000
282-000-3999	Interest Earned	100	100	100	100	100	100	100
	Total Revenues	\$ 31,600	\$ 32,100	\$ 37,100				

EXPENDITURES

Account Number	Description	2024	2025	2026	2027	2028	2029	2030
		Adopted Budget	Adopted Budget	Concept Budget				
282-000-00-05-4002	Wages	\$ 3,701	\$ 3,911	\$ 4,146	\$ 4,394	\$ 4,658	\$ 4,938	\$ 5,234
282-000-00-05-4008	Insurance Benefits (er)	312	348	383	421	463	510	560
282-000-00-05-4009	HSA Accounts	75	75	75	75	75	75	75
282-000-00-05-4010	F.I.C.A./Medicare (er)	283	300	317	336	356	378	400
282-000-00-05-4012	P.E.R.A. (er)	278	294	332	352	373	395	419
282-000-00-05-4021	PFMLA	13	18	19	20	21	23	24
282-000-00-05-4016	W/C Insurance	20	20	21	22	23	24	26
282-000-00-20-4170	Legal	100	-	-	-	-	-	-
282-000-00-25-4212	Other Operations Expenses	500	100	100	100	100	100	100
282-000-00-25-4220	Advertising	300	150	150	150	150	150	150
282-000-00-25-4255	Rent/Lease	6,000	6,000	6,000	6,000	6,000	6,000	6,000
282-000-00-25-4257	Contractors Hired	24,000	20,000	20,000	20,000	20,000	20,000	20,000
282-000-00-25-4257	Contractors Hired - Mosquito Spraying	1,290	650	650	650	650	650	650
	Total Expenditures	\$ 36,872	\$ 31,866	\$ 32,192	\$ 32,520	\$ 32,870	\$ 33,242	\$ 33,638

EXCESS REVENUES OVER EXPENDITURES \$ (5,272) \$ 234 \$ (92) \$ (420) \$ (770) \$ (1,142) \$ 3,462

Projected Cash Flow Change	2024	2025	2026	2027	2028	2029	2030
Beginning Cash Balance	\$ 8,057	\$ 2,785	\$ 3,019	\$ 2,927	\$ 2,506	\$ 1,736	\$ 595
Projected Excess Revenue	(5,272)	234	(92)	(420)	(770)	(1,142)	3,462
Projected Ending Cash	\$ 2,785	\$ 3,019	\$ 2,927	\$ 2,506	\$ 1,736	\$ 595	\$ 4,057

Capital Project Funds

Capital Project Funds account for the acquisition and construction of major capital facilities, infrastructure maintenance and equipment replacement, except for those financed by proprietary funds. The City has four budgeted funds in this category. The Capital Project Funds use the modified accrual basis for both financial statement and budgeting purposes.

- **The Capital Project/Street Improvement Funds** – includes receipt and disbursement of bond proceeds or other sources obtained to finance improvement and additions to the City’s infrastructure
- **Infrastructure Improvement Funds** – includes revenues received from the Local Government Aid, MSA State Aid for street improvement, grants, transfer from the General Fund for future street maintenance. Disbursement includes transfers to the Capital Project fund for infrastructure improvements, trail maintenance and park improvements, and transfers to the debt service funds for new bonding of street reconstruction projects. The City financial plan does not show a debt levy affiliated with the 2018 street improvement or 2018A GO Improvement Bond until 2027, instead the payments will be made from transfers from the Infrastructure Improvement Fund. For the 2021 Street project or the 2021 A GO improvement Bond, there will not be a debt levied until 2026, instead the payments will be made from premiums received as well as transfers from the infrastructure improvement fund. For the 2022 Street projects or the 2022A GO Improvement Bond, there will not be a debt levied until 2026, instead the payments will be made from the premiums received when the bonds were sold, as well as transfers from the Infrastructure Improvement Fund.
- **Equipment and Building Replacement Funds** – includes revenues received from the Local Government Aid, sales of fixed assets as well as transfer in from the General Fund. Disbursement and/or allocations of fund balance are based on the Capital Improvement Plan Summary and approved each budget year by Council
- **Park Development Fund** – reflects development of new City parks and improvement of existing parks. Revenue is primarily from park development fees and in the future transfers from the Infrastructure Improvement Fund

Capital Project/Street Improvement Fund Financial Plan

This fund accounts for all receipts and disbursement pertaining to the construction or improvements of the City’s infrastructure.

Source of Funds

The principal source of revenues for this fund are the proceeds from bonds issued to fund the improvements as well as transfers from the Street & Maintenance Capital Improvement Fund.

Use of Funds

The expenditures related to this fund pertain to the cost of infrastructure improvements. In 2020, the street project was cancelled, for future planning, the 2020 street project was moved to 2021. The City decided to take the opportunity of the low interest rates and combined three years of street projects that began in 2023 and financed with the 2022A General Obligation bonds. The long-term plan indicates maintenance of the streets will be done each year based on need.

Capital Improvement Funds Financial Plan

The Infrastructure Improvement/Replacement Funds and the Equipment & Building Replacement Funds were established in 2015 and accounts for all activities pertaining to any capital or equipment improvement or replacement for the City.

Source of Funds

The principal source of revenues for this fund are the allocations from the Local Government Aid, MSA State Aid, grants and transfers from the General Fund.

Use of Funds

The transfers to the Capital Fund pertain to the cost of infrastructure improvements, equipment replacement or maintenance based on the City’s Capital Improvement Plan and Councils direction throughout the year of specific projects to be funded and is allocated per department’s needs.

Parks Development Fund Financial Plan

The Parks development fund accounts for capital improvement projects for the City’s parks and trail system. There is nearly 215 acres of parkland, 20 miles of trail and sidewalk and 3.5 acres of greenway in Big Lake. The Big Lake park system includes parks with playgrounds, ball fields and picnic areas. Visitors can also enjoy beach access at Lakeside Park along with a boat landing and fishing pier.

As the City grew, developers either paid park dedication fees or donated land for the park system. The cash or land donation was (and is) based on the size of a particular development. The City developed its park system by adding general amenities, bituminous and concrete surfaces, fencing, hockey rinks, playground equipment, shelters, buildings, etc. The routine maintenance of the existing parks is funded in the General Fund.

Source of Funds

The main source of revenue for this fund is park dedication fees. Park dedication fees in prior years had attributed to one or two large developments annually. As the City reaches full development of residential parcels there are fewer parcels to develop that will be charged park dedications fees in the future, for that reason in 2018 the City established the Park & Trail Dedication fees for Commercial or Industrial development. However, for future planning, the revenue estimated is only for those developments that are in the current planning stages.

Use of Funds

The City prepares a detailed five-year capital improvement plan that outlines all planned renovations and improvement at City parks by park by project. Currently as of 2024, the ending fund balance is \$867,643. The projects established by the Parks Board will be funded by funds available in the Park Development Fund as well as those funds in the Parks and Trail Capital Improvement Fund.

Transfers

Starting with the 2020 budget, there will be a transfer from the General Fund to the Parks and Trails Improvement Fund to set aside for future park developments. Beginning in 2023 and through the 2026 concept budget, the amount is \$100,000, then beginning in 2027 the \$50,000 will be allocated from the Local Government Aid funds received instead of a transfer from the General Fund.

General Obligation Debt Funds

Debt service funds account for the accumulation of resources for the payment of general long-term debt principal and interest. The City maintains individual debt service funds for each bond issued. The City has established annual financial plans for all general obligation bond funds which is shown in total as the G.O. Debt Funds. The Debt Funds use the modified accrual basis for both financial statements and budgeting.

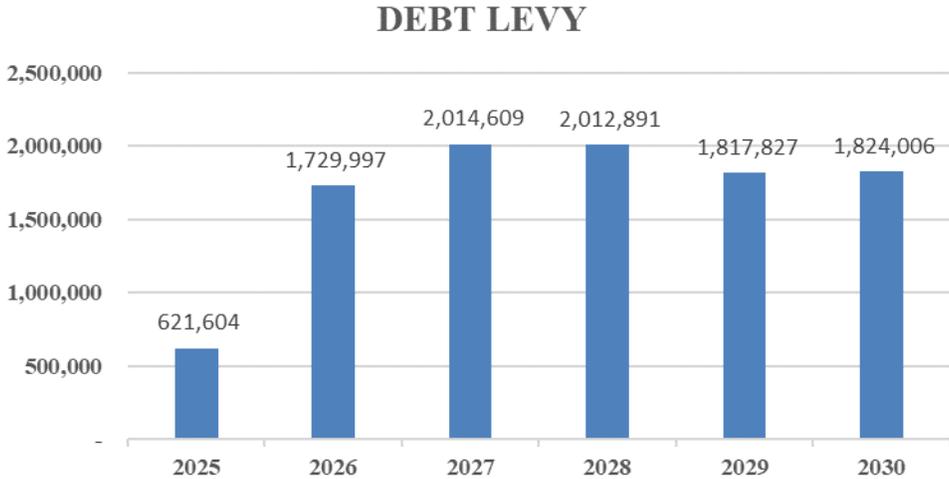
General Obligations Bonds are secured by the full faith and credit of the City. The City has the authority to levy property taxes for repayment of these bonds.

For this plan, the amounts projected in the Capital Project/Street Improvement plan to be funded by General Obligation Improvement Bonds are assumed to be bonded. The proposed debt structure is consistent with the City’s debt management policies. Interest rates are estimated conservatively.

Source of Funds

The principal sources of revenue are property taxes (debt service levies), special assessments, State Aid and transfers in from the Infrastructure Improvement Fund.

The following graph shows the amount of existing and projected debt service levies for the next five years. The current finance plan shows debt levies for bonds currently outstanding. Planned street improvements included in the CIP that are bonded will need to be levied, however, a portion of the payment will be paid for by franchise fees.



Transfers

Annual transfers are shown in the Infrastructure Improvement/Replacement Fund to pay for future debt service payments.

Use of Funds and Fund Balance

According to State Statute, proceeds from the debt service levies and fund balance can only be used for redemption of debt.

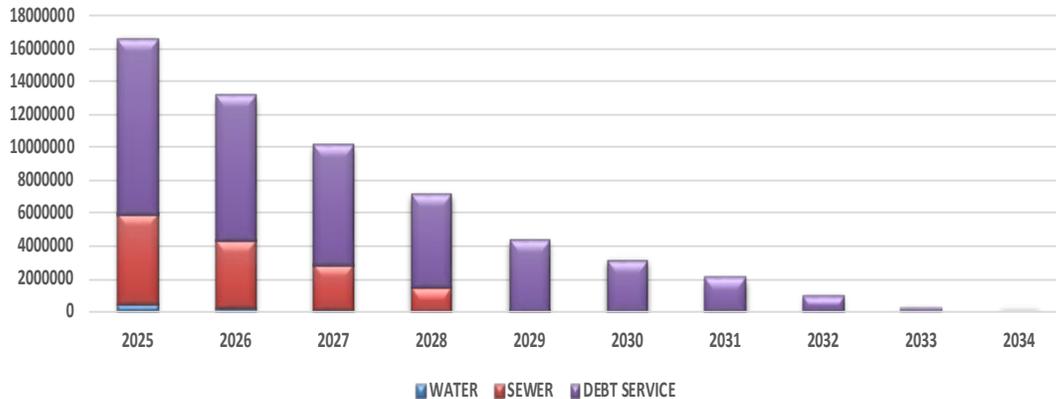
Debt Management

The graph below shows the total City’s current outstanding debt by funding source in the current budget year and beyond. In 2023 new debt was issued for the 2021 and 2022 Street Projects, the payments are supported by the tax levy. In 2024 and 2025 no new debt was issued and the long-term plan indicates that new debt will not be issued for street projects, but instead the funding source will be the funds in the Street Maintenance Improvement Fund. The second graph shows the total outstanding debt for the City of Big Lake. This graph also shows the decline in outstanding debt.

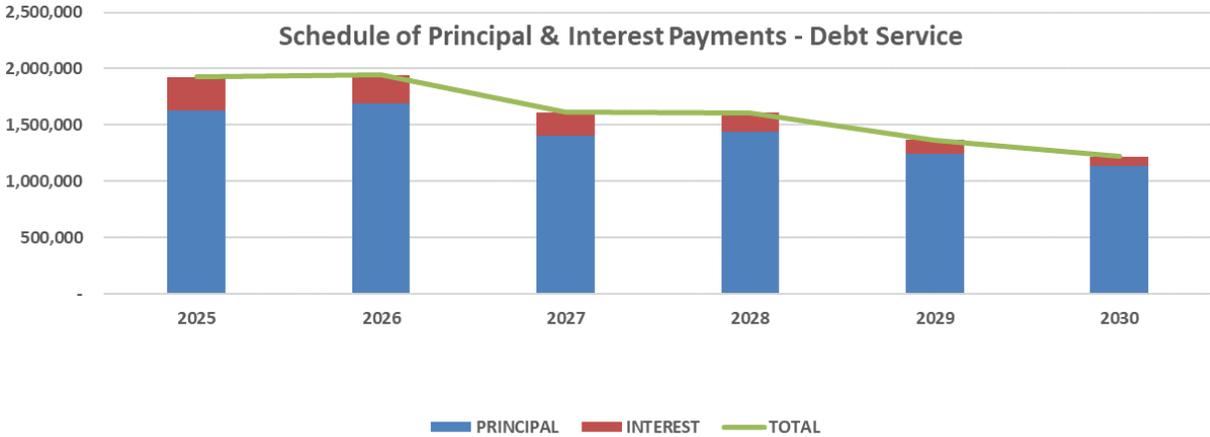
Debt Services Funds - Including Enterprise Debt

		TOTAL DEBT PAYMENT OUTSTANDING					
Fund	Series	PROJECT	2025	2026	2027	2028-2034	Total O/S
401	2009 MPFA Loan Wastewater Expansion	Wastewater Expansion	980,272	981,270	980,737	1,961,823	4,904,102
211	2010 PFA Loan	10/25 Intersection	152,531	153,114	152,646	305,732	764,023
222	2015A GO Refunding Bonds	Street Projects	524,975	523,988	522,163	1,020,807	2,591,933
223	2016A Taxable G.O. Refunding Bonds	TIF 1-3 & TIF 1-4 Industrial Park	193,930	199,200	198,998	378,873	971,001
224	2016B G.O. CIP BOND	790 Minnesota Ave	54,162	57,981	56,744	50,563	219,450
226	2016C GO Refunding Bond	Street Projects	329,800	333,300	-	-	663,100
227	2018A GO Improvement Bonds	2018 Streets Projects	194,725	195,300	195,725	1,366,432	1,952,182
228	2021A GO Improvement Bonds	2021 Street Projects	344,000	345,150	346,000	1,741,867	2,777,017
229	2022A GO Improvement Bonds	2022 Street Projects	582,600	584,600	585,800	3,509,100	5,262,100
SUBTOTAL DEBT PAYMENTS			\$3,356,995	\$3,373,903	\$3,038,813	\$ 10,335,197	\$ 20,104,908
PORTION PAID BY ENTERPRISE FUNDS							
401	2009 MPFA Loan Wastewater Expansion	Wastewater Expansion	980,272	981,270	980,737	1,961,823	4,904,102
301	2015A GO Refunding Bonds	CR43 Interceptor/Well 7,Tower #4	106,186	109,449	107,512	99,481	422,628
401	2015A GO Refunding Bonds	CR 8/Utility Expansion	342,464	339,833	336,713	840,326	1,859,336
SUBTOTAL ENTERPRISE FUNDS			\$1,428,922	\$1,430,552	\$1,424,962	\$ 2,901,630	\$ 7,186,066
TOTAL PAID BY DEBT SERVICE FUND (LEVY/ASSESSMENTS/TRANSFERS)			\$1,928,073	\$1,943,351	\$1,613,851	\$ 7,433,567	\$ 12,918,842

Outstanding Debt - Principal and Interest



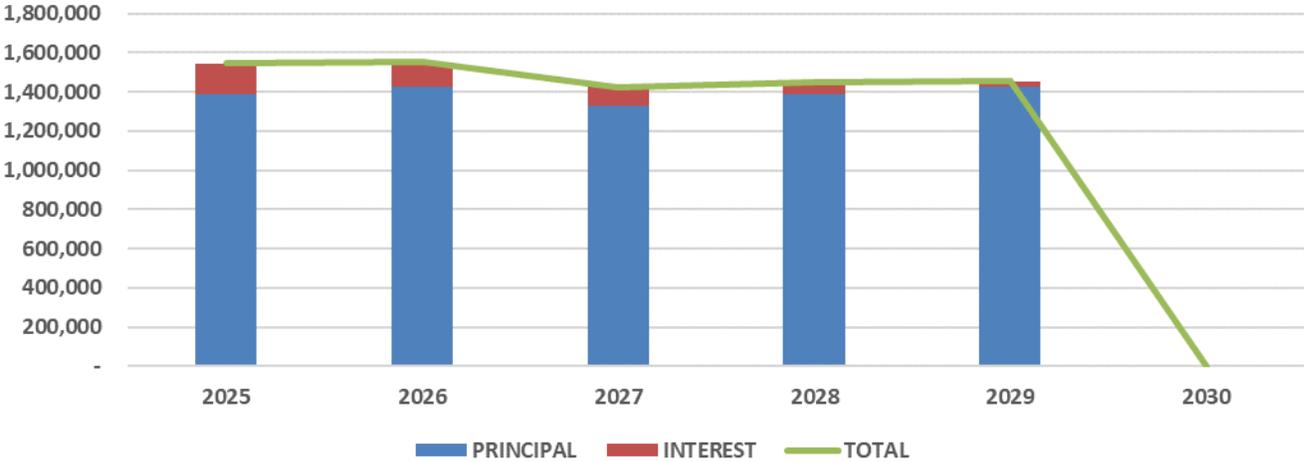
Following is the graph of the scheduled principal & interest payments for the next 5 years for both debt and enterprise funds.



Current General Obligation Debt - Debt Service Funds Payments

Year	2025	2026	2027	2028	2029	2030
Principal	\$ 1,625,000	\$ 1,688,000	\$ 1,405,000	\$ 1,443,000	\$ 1,245,000	\$ 1,140,000
Interest	303,073	255,352	208,850	163,926	12,721	82,475
	\$1,928,073	\$1,943,352	\$1,613,850	\$1,606,926	\$1,257,721	\$1,222,475

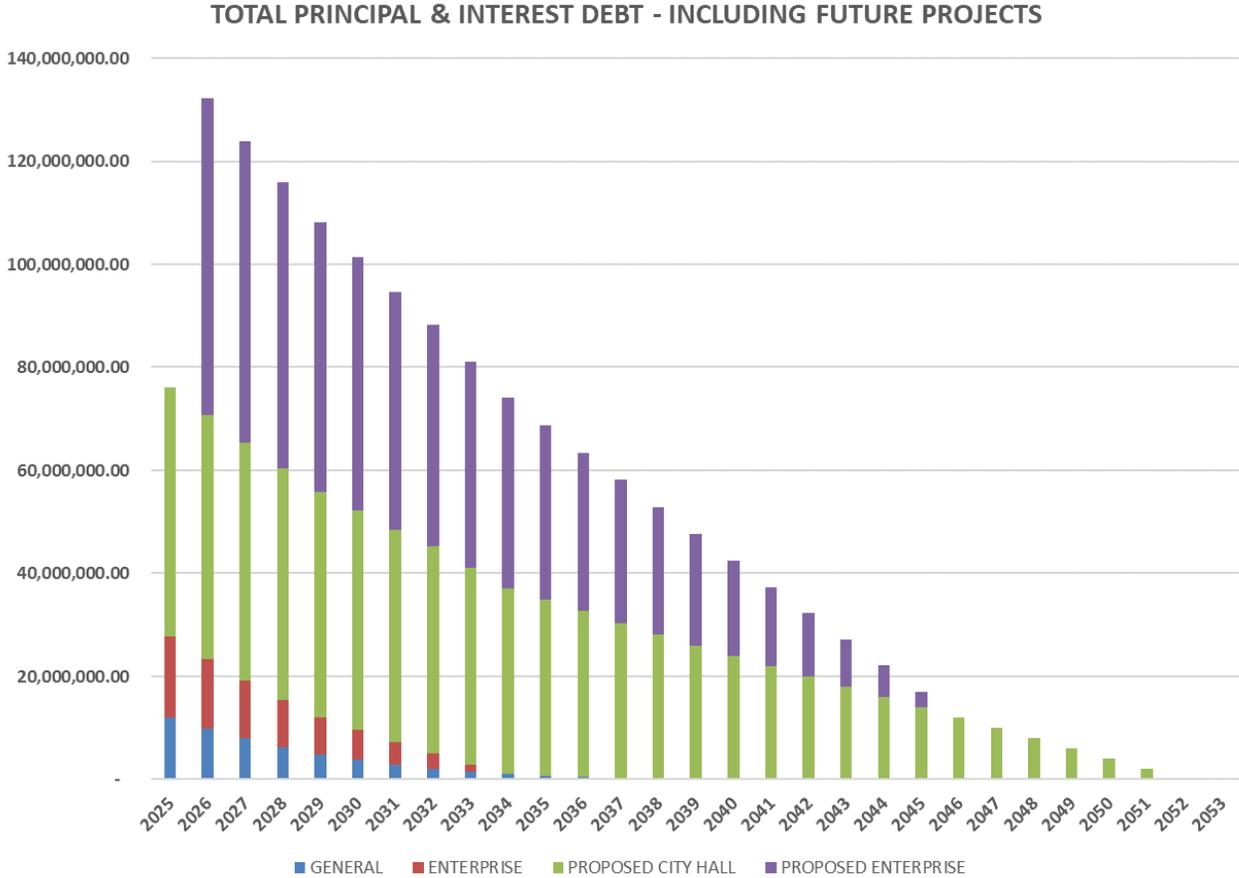
Schedule of Principal and Interest Payment - Enterprise Funds



Current General Obligation Debt - Enterprise Funds Payments

Year	2025	2026	2027	2028	2029	2030
Principal	\$ 1,385,200	\$ 1,423,600	\$ 1,328,000	\$ 1,385,000	\$ 1,423,000	\$ -
Interest	158,922	128,551	96,962	64,110	29,520	-
	\$1,544,122	\$1,552,151	\$1,424,962	\$1,449,110	\$1,452,520	\$ -

The graph below illustrates **potential future projects** that could be funded by debt, with the proposed projects highlighted in **green** and **purple**. These projects include the **Waste Water Treatment Plant expansion** and the **relocation of City Hall**. It's important to note that these are not guaranteed debt obligations but are included for **future financial planning** purposes.



Enterprise Funds

Enterprise Funds account for business-type activities. These activities provide services where most of the costs are recovered through user fees and charges. The City has four Enterprise Funds. The accrual basis of accounting is used by the Enterprise Funds for financial statement purposes. For budget purposes the funds use accrual basis except for capital assets and debt payments which are budgeted on a modified accrual basis with each finance plan. Depreciation is noted at the bottoms of the finance plans.

- **Water and Sewer Funds** – receives its revenues from charges to all property owners to provide water and sanitary sewer utilities, fund operations and maintenance and capital improvements.
- **Storm Water Fund** – receives its revenues from charges to all property owners to fund water quality projects, operations and maintenance, and capital improvements.
- **Lake Liquor Store Fund** - receives its revenues from the control sale of alcoholic beverages to fund cost of goods sold, operations and maintenance, transfer to the general fund and capital improvements.

Water and Sewer Funds Financial Plans

The Water and Sewer Funds were established for the accounting for costs of providing water and sewer services to residents and businesses.

Background

Big Lake is in the Mississippi River -St. Cloud Watershed. Rivers and creeks in the watershed drain surface water to the Mississippi River. Thus, land use, including farming and urban development, affects the water quality in all of the streams, lakes, and wetlands of the watershed.

Watershed quality is important because water from the lakes, rivers, and streams (in addition to rainwater) is what populates the aquifers and supplies groundwater to the City.

Big Lake is spilt between two groundwater provinces (according to the Department of Natural Resources): the metro province and the central province. The geologic formation affects water quality in all cities and is thus important information.

- Metro province: Sand aquifers in generally thick (greater than 100 feet) sandy and clayey glacial drift overlying Precambrian sandstone and Paleozoic sandstone, limestone, and dolostone aquifers
- Central province: Sand aquifers in generally thick (greater than 100 feet) sandy and clayey glacial drift overlying Precambrian and Cretaceous bedrock. Fractured and weathered Precambrian bedrock is used locally as a water source

Big Lake is built upon sandstone, siltstone, and minor shale. It is located within the Lower Cretaceous Aquifer.

Most of the soils in and around Big Lake are very sandy, which allows surface water to drain easily to the aquifer. This is why it is vital that we protect our surface water quality (lakes, rivers, and wetlands) in Big Lake. An aquifer is an underground layer of rock and gravel that holds water and may be tapped for drinking or crop irrigation.

In contrast, soils near the Elk River and to the north of that stream tend to be “hydric,” meaning that they hold much water. This is a result of their geologic history and the high ground water level.

Until 1981, all of the housing and businesses in Big Lake used on-site, private wastewater treatment systems. These systems, in combination with small lots and soils that are either too well or too poorly drained, (particularly near the lakes and in the north), may have posed health risks. Now, a municipal sanitary sewer system has mitigated that problem.

Water Treatment

The raw water in the City of Big Lake contains radionuclides above the maximum contaminant level as set forth by the Minnesota Department of Health and the U.S. Environmental Protection Agency and required treatment to meet these regulations. In addition, the raw water supply has higher concentrations of iron and manganese. It was determined that an iron and manganese removal plant should be constructed, and the radionuclides would be filtered out with the oxidized manganese, thereby meeting the necessary treatment standards

Wastewater Treatment

Wastewater treatment and disposal is an important part of protecting and preserving Minnesota's water resources. Wastewater can be treated at a City's treatment facility. Treating wastewater protects the environment and human health by removing pathogens and other contaminants before the water is discharged back into the environment.

Municipal wastewater typically refers to the collection and treatment of a community's wastewater. A City, or a group of cities, often have sewer pipes that serve all the properties in their community and deliver wastewater to a central treatment plant.

The Minnesota Pollution Control Agency (MPCA) issues permits to wastewater treatment plants that put limits on what can be in their discharged water and requires certain types of reporting. The agency works with plant operators to help them comply with regulations and address location-specific issues. Minnesota wastewater treatment operators must be certified in order to operate a treatment facility.

The City's Water & Sewer public utility provides water to over 3600 residential and business customers. The City operates 7 wells, a water treatment plant as well as a wastewater treatment facility. The original wastewater treatment facility was constructed in 1981 and was updated in 1996, 1999 and an expansion was done in 2009. The water treatment plant also underwent an expansion in 2004.

Billings to customers are based on actual water usage that is metered for each property for the months of November through April and then for the summer months, sewer is calculated on the average water use from November through April. An annual comprehensive review of rates is completed to ensure financial stability of the utility. A portion of the fees collected in these funds supports funding of the replacement of the systems infrastructure.

Utility bills are generated on a monthly basis to encourage water conservation. Monthly bills notify customers of their water usage each month, assisting with a better understanding of water usage and leak detection. Payments are received by check, electronic automatic withdrawal through bank drafting or through an on-line credit card, or bank transfer option. During the months of April through October, unpaid accounts will have the water shut off until payment is received. Unpaid bills are the responsibility of the property owner and are certified to the property taxes in the fall of each year. Customers also have the option of opting out of a paper bill each month to instead receive an e-mail indicating their bill is ready for viewing on-line, those that choose this option do receive a 50-cent credit to the bill each month.

Source of Funds

The primary source of funding for the water utility is user charges based on a property's water usage. In accordance with Minnesota Statutes, public water suppliers serving more than 1,000 people must adopt a rate structure that encourages water conservation. The **top tier** rate is intended to target high water users, often due to lawn sprinkling or leaks. The City utilizes a **two-tiered rate system** for all customers:

- **Residential users:** The first tier covers usage up to 6,500 gallons per month, while the second tier applies to any usage exceeding 6,500 gallons per month.
- **Multi-family structures and irrigation accounts:** The first tier applies to usage up to 88,600 gallons per month, with the second tier covering any usage beyond that.

- **Commercial users:** The first tier includes usage up to 51,000 gallons per month, and the second tier applies to usage over 51,000 gallons.

All usage is billed per **1,000 gallons**. In 2018, the City began budgeting for the water usage at municipal facilities, including irrigation. Moving forward, municipal accounts will see a **5% increase** in water charges to help offset larger increases for residential and business users.

Additionally, there is a monthly fixed fee for each account. For Water residential the base fee is \$6.81, for multi-family and irrigation accounts the base fee is \$15.63, commercial base fee is based on the meter size. Industrial base fee is \$449.87 per month. The City began a water meter replacement project, this project was scheduled to be completed by Fall of 2024. The cost for the project was estimated at 1.6 million of which 1.2 million was paid from grant funds and the remaining funds needed were paid from the Wastewater Treatment fund.

Sewer fees are based on the actual water use for November – April and the average of November – April for the summer months (May – October). The City is aware that the residents and business are watering their lawns during the summer and that the water goes into the ground and not the wastewater treatment plant, which is why the average is used for those months. The fees are billed per 1,000 gallons, for residential, multi-family and commercial, for 2025 the rate is \$9.90 per 1,000 gallons. The month fixed rate is \$11.55 for residential and multi-family. The monthly fixed rate for commercial is \$18.28.

The monthly fixed rates cover those fixed costs that do not vary with the quantity of individual customer water use or sewage flow. The fixed costs include the cost for fixed operational costs, administrative costs, collection, and billing expenses.

For 2025, the water usage rates will decrease by 5% for all non-industrial customers, **while industrial customers** will see an 8% increase. Over the following years, it is projected that the rates will remain flat, but staff will review the fund's cash flow annually to ensure the rates are set appropriately to cover operational costs.

For sewer usage rates, all non-industrial customers will experience an 8% increase in 2025, with industrial customers also facing an 8% increase. To address rising infrastructure replacement and treatment costs, sewer rates are projected to increase by 10% in 2026 and 15% thereafter. The City is in the early stages of expanding the Wastewater Treatment Facility, with a projected cost of \$48 million for the expansion. However, the rates will be reviewed annually to ensure that the rates adequately support the long-term sustainability and positive cash flow of the funds.

For industrial and brewery accounts, the rates are based on the contract signed with the business. Currently the City has one industrial contract and the rates for that account will increase 8% each year. In 2024, the City signed a contract with a brewery, the rates for breweries are \$4.61 per barrel production each month and the rates for this account will increase 8% each year.

Below is a summary of the proposed water and sewer rates. The proposed rate increases over the next several years takes into consideration the improvements to the existing wells. For the sewer fund, the proposed rate increases over the next several years takes into consideration the expansion of the wastewater treatment facility in order to meet the current demands as well as future growth in the City.

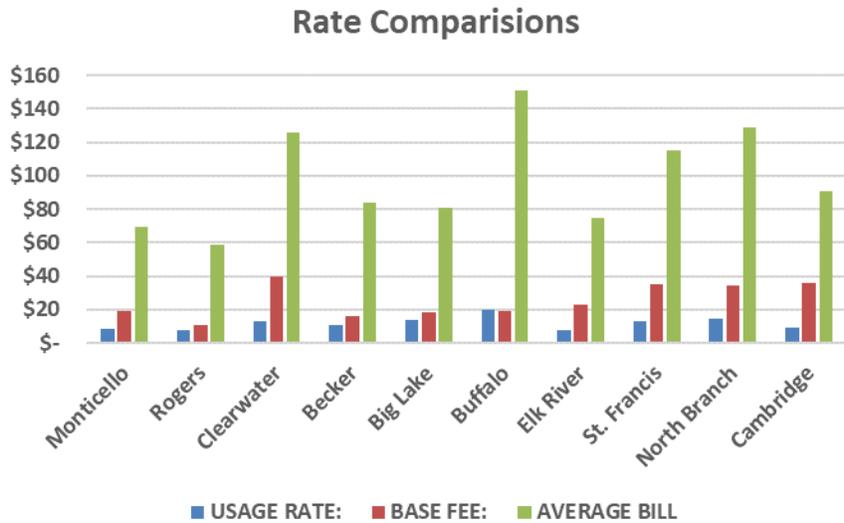
WATER USAGE RATES - RESIDENTIAL, MULTI-FAMILY, IRRIGATION													
YEAR	Adopted							Budget	Projected				
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Tier 1 (per 1,000)	4.09	3.93	4.17	4.30	4.30	4.30	4.30	4.08	4.08	4.08	4.08	4.08	4.08
Annual % Increase	2%	-4%	6%	3%	0%	0%	0%	-5%	0%	0%	0%	0%	0%

WATER USAGE RATES - COMMERCIAL													
YEAR	Adopted							Budget	Projected				
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Tier 1 (per 1,000)	2.52	2.42	2.57	2.65	2.65	2.65	2.65	2.52	2.52	2.52	2.52	2.52	2.52
Annual % Increase	2%	-4%	6%	3%	0%	0%	0%	-5%	0%	0%	0%	0%	0%

SEWER USAGE- RESIDENTIAL, MULTI-FAMILY, COMMERCIAL													
YEAR	Adopted							Budget	Projected				
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Tier 1 (per 1,000)	8.15	8.48	8.90	8.99	8.99	9.17	9.17	9.90	10.89	12.53	14.40	16.57	19.05
Annual % Increase	2%	4%	5%	1%	0%	2%	0%	8%	10%	15%	15%	15%	15%

WATER USAGE RATES - MUNICIPAL - GENERAL FUND													
YEAR	Adopted							Budget	Projected				
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate (per 1,000)	4.14	5.80	7.83	9.40	10.34	10.86	11.40	11.97	12.57	13.20	13.86	14.55	15.28
Annual % Increase	100%	40%	35%	20%	10%	5%	5%	5%	5%	5%	5%	5%	5%

SEWER USAGE RATES - MUNICIPAL - GENERAL FUND													
YEAR	Adopted							Budget	Projected				
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate (per 1,000)	8.31	11.63	11.63	11.63	11.63	11.63	11.63	11.63	12.22	12.83	13.47	14.14	14.85
Annual % Increase	100%	40%	0%	0%	0%	0%	0%	0%	5%	5%	5%	5%	5%



Big Lake’s utility rates are generally in the **middle range** when compared to neighboring and market cities. This positioning is influenced by several factors, including the **mandated upgrades** to the **wastewater treatment facility** and the **upcoming expansion** required to meet both current and future demands. Additionally, Big Lake’s practice of charging both **direct and indirect costs** to the utility funds is not a common approach among all cities, which also contributes to the structure of its rates.

Estimated revenues for 2025 are based on a typical weather year. Dry summer conditions typically lead to higher revenue due to increased water usage, while wet summers result in lower revenue. However, the increased revenue from dry conditions is partially offset by the higher costs associated with additional chemicals, electricity, and natural gas needed for pumping, as well as increased maintenance on equipment due to the heavier usage.

Use of Funds

Expenses from these funds are used for operation and maintenance, debt service, capital improvement and infrastructure replacement relating specifically to the operations of water and sewer services. This includes all direct and indirect overhead costs incurred from operating a water and sewer business.

A five-year Capital Improvement Plan (CIP) is used by the City to project capital improvement and infrastructure replacement needs. The improvements scheduled include on-going programs of water main replacement, sewer rehabilitation, well rehabilitation, and other scheduled improvements. The detail on specific projects is included in the City's CIP. During the past few years, the Public Works staff has become much more aggressive in inspecting and planning for the City's water and sewer infrastructure, especially the older major components. This stepped-up inspection and asset management planning program has identified needs for several infrastructure maintenance projects that are much more immediate and has been taken into consideration with this current planning document.

Major Capital Initiatives

The City's CIP included a \$1.9 million project to replace water meters installed in homes and businesses across the City in 2023-2024. It was necessary to replace the current meters as they were beginning to slow and underreport water use, which results in lost revenues to the water system. An efficient and well-maintained system is essential to ensure proper collection of use charges and rate stability. The project was funded by the \$1.2 million American Rescue Act Plan federal funds received as well as a \$500,000 transfer from the Sewer CIP Fund.

The City's Water Treatment Plant is supplied by a series of wells throughout the community. The City currently has seven wells all drawing from the Mt. Simon Aquifer. Some of the wells have seen reduction in production recently, and with the growth of the community, there has been increasing demand for water. The first step in the study is to determine what level of need exists, potential alternatives, and identify locations for the well(s). At this point, staff knows that there is a looming need for investment, but staff's expertise is not in hydrology. For that reason, council had directed staff to retain the help of SEH to conduct a formal study to determine what the cities options are and the potential cost of those options. The recommendation was to improve existing Wells, which the process began in 2022 for a total projected cost of \$1.4 million. Staff has been informed by the State that no new wells will be approved in the foreseeable future, therefore it is extremely important that the City continues to improve existing wells as needed.

The City's Wastewater Treatment Plant is now operating at 105% of its designed capacity BOD levels, which is a measure of waste loading, however, the City is still meeting permit requirements on effluent numbers, but it is causing the City to waste more which is an increase in electricity costs. That number is expected to grow significantly over the next few years due to residential and industrial growth, so it was very important to have done the expansion in 2020. The plan also has a few other issues like insufficient backup power. Wenk and Associates have developed a Wastewater Treatment Facility plan in conjunction with the MPCA and City staff to address these issues.

Phase one of the Facility plan, called for an initial expansion in 2020 to add an oxidation ditch, replacing some screens, adding a generator, and some other miscellaneous electrical and controls improvements. The oxidation ditch and screens has help with the BOD capacity issues. The portable generator will help with the lack of sufficient backup power. The City’s CIP included the \$3.304 million for this project, which was funded by a \$1 million dollar grant from the State and the remainder from reserves and completed in 2021. Additionally, there will be an added \$42,087 in additional O&M costs as a result primarily of added chemical, utilities, and maintenance. These additional O&M costs have been implemented into the future budgets as well as rates.

Future expansions will be outlined in the new Facility plan and the City’s CIP does includes a \$42 million project to complete the expansion. Needed improvements simply must not be delayed. The plan also includes an aggressive approach to street reconstruction and rehabilitation. Water and sewer infrastructure replacement occurs as a street is replaced. This project as well as additional O&M costs have been implemented into future budgets and rates.

As noted above stepped-up infrastructure needs will have financial planning impacts with the use of bonding as a financing tool and the debt payments will have an impact on rates. Rate stability will be closely monitored as well as maintaining a strong long-term cash balance within the funds.

Net Assets

For the Enterprise Funds, the City strives to maintain working capital cash balances at a minimum equal to three months. Bonding for large projects within the funds is needed to complete the CIP requests listed in the City’s plan.

Five Year Summary Plans – Water Funds

	Actual		Budget				Projected				
	2022	2023	2024 Budget	2025 Adopted Budget	\$ Change	% Change	2026 Concept Budget	2027 Concept Budget	2028 Concept Budget	2029 Concept Budget	2030 Concept Budget
Revenue Budget											
Utilities Revenues - Water	\$ 2,656,555	\$ 2,773,000	\$ 2,341,964	\$ 2,228,003	\$ (113,961)	-4.87%	\$ 2,195,753	\$ 2,159,732	\$ 2,130,581	\$ 2,170,181	\$ 2,204,584
Other Revenues - Water	75,343	78,827	21,107	11,000	(10,107)	-47.88%	8,500	8,500	8,500	8,500	8,500
Total Revenues	\$ 2,731,898	\$ 2,851,827	\$ 2,363,071	\$ 2,239,003	\$ (124,068)	-5.25%	\$ 2,204,253	\$ 2,168,232	\$ 2,139,081	\$ 2,178,681	\$ 2,213,084
Expense Budget											
Personnel	\$ 688,584	\$ 706,549	\$ 759,299	\$ 906,562	\$ 147,263	19.39%	\$ 1,034,863	\$ 1,148,261	\$ 1,216,382	\$ 1,257,055	\$ 1,299,513
Professional Services	52,764	48,172	63,000	64,250	1,250	1.98%	75,750	67,295	68,886	70,525	72,214
Operations	444,725	460,477	741,752	732,381	(9,371)	-1.26%	524,543	532,326	542,961	553,428	561,938
Capital/Transfers	623,000	278,000	1,523,000	568,000	(955,000)	-62.71%	258,000	258,000	258,000	258,000	258,000
Debt - Interest	106,541	77,899	26,756	10,001	(16,755)	-62.62%	7,680	5,160	3,266	1,994	1,320
Debt - Principal*	791,475	646,755	661,338	97,505	(563,833)	-85.26%	103,089	103,672	47,847	49,014	-
Total Expenses	\$ 2,707,089	\$ 2,217,852	\$ 3,775,145	\$ 2,378,699	\$ (1,396,446)	-36.99%	\$ 2,003,925	\$ 2,114,714	\$ 2,137,342	\$ 2,190,017	\$ 2,192,985
Net Income/(Loss)	\$ 24,809	\$ 633,975	\$ (1,412,074)	\$ (139,696)	\$ 1,272,378		\$ 200,328	\$ 53,518	\$ 1,739	\$ (11,336)	\$ 20,099
Depreciation Expense	\$ 891,671	\$ 894,005	\$ 936,255	\$ 954,005	\$ 17,750		\$ 954,005	\$ 954,005	\$ 954,005	\$ 991,028	\$ 991,028
Projected Ending Cash **	\$ 1,824,341	\$ 1,737,951	\$ 467,471	\$ 337,775	\$ (129,696)	-27.74%	\$ 538,103	\$ 591,621	\$ 593,361	\$ 582,025	\$ 613,460

*projected principal debt payment includes any new debt
 **projected cash balance is after principal debt payments are made

The Water Fund projected ending cash does not include the Water Access Charges that will be collected from new development, as those activities go directly into the Water CIP Fund.

Five Year Summary Plans – Sewer Funds

	Actual		Budget				Projected				
	2022	2023	2024 Budget	2025 Adopted Budget	\$ Change	% Change	2026 Concept Budget	2027 Concept Budget	2028 Concept Budget	2029 Concept Budget	2030 Concept Budget
Revenue Budget											
Utilities Revenues - Sewer	\$ 3,119,815	\$ 3,207,615	\$ 3,133,388	\$ 3,508,025	\$ 374,637	11.96%	\$ 3,799,576	\$ 4,113,330	\$ 4,468,368	\$ 4,861,361	\$ 5,290,348
Other Revenues - Sewer	68,169	182,913	6,000	11,000	5,000	83.33%	6,000	6,000	6,000	6,000	6,000
Total Revenues	\$ 3,187,984	\$ 3,390,528	\$ 3,139,388	\$ 3,519,025	\$ 379,637	12.09%	\$ 3,805,576	\$ 4,119,330	\$ 4,474,368	\$ 4,867,361	\$ 5,296,348
Expense Budget											
Personnel	\$ 688,862	\$ 715,192	\$ 759,299	\$ 910,195	\$ 150,896	19.87%	\$ 1,038,323	\$ 1,151,701	\$ 1,219,794	\$ 1,260,434	\$ 1,302,844
Professional Services	33,530	35,473	47,000	47,500	500	1.06%	48,430	49,388	50,375	51,391	52,437
Operations	564,270	600,598	930,320	709,217	(221,103)	-23.77%	721,648	980,719	1,005,146	1,023,215	1,036,763
Capital/Transfers	319,000	180,000	200,000	100,000	(100,000)	-50.00%	286,000	100,000	100,000	100,000	100,000
Debt - Interest	259,513	225,305	210,079	151,915	(58,164)	-27.69%	123,866	1,294,797	1,216,839	1,135,396	1,057,175
Debt - Principal*	1,145,446	1,114,246	1,138,662	1,172,495	33,833	2.97%	1,198,912	3,104,328	3,262,153	3,348,986	2,025,000
Total Expenses	\$ 3,010,621	\$ 2,870,814	\$ 3,285,360	\$ 3,091,322	\$ (194,038)	-5.91%	\$ 3,417,178	\$ 6,680,933	\$ 6,854,307	\$ 6,919,422	\$ 5,574,220
Net Income/(Loss)	\$ 177,364	\$ 519,715	\$ (145,972)	\$ 427,703	\$ 573,675		\$ 388,398	\$ (2,561,603)	\$ (2,379,939)	\$ (2,052,061)	\$ (277,872)
Depreciation Expense	\$ 1,399,322	\$ 1,414,815	\$ 1,422,595	\$ 1,435,595	\$ 13,000		\$ 1,435,595	\$ 3,035,595	\$ 3,035,595	\$ 3,035,595	\$ 3,035,595
Projected Ending Cash **	\$ 2,978,909	\$ 2,025,372	\$ 1,924,399	\$ 2,442,102	\$ 517,703	26.90%	\$ 3,601,456	\$ 4,313,733	\$ 4,653,735	\$ 4,885,185	\$ 6,419,405

*projected principal debt payment includes any new debt

**projected cash balance is after principal debt payments are made and includes SAC received

The Sewer Fund projected ending cash does not include the Sewer Access Charges that will be collected from new development, as those activities go directly into the Sewer CIP Fund. The plan does include the new debt payment for the wastewater treatment facility expansion.

Storm Water Funds Financial Plans

The Storm Water Fund was established for the accounting of costs for providing storm drainage services to the community and for preserving and improving surface water quality in the City's lakes and ponds.

Source of Funds

The rate charged for the user is based on a property's land size. Properties less than one acre are charged \$4.93 per month, those properties greater than one acre are charged \$4.93 per month, per acre.

Use of Funds

The Storm Water charges provide the funding for the storm drainage maintenance, street sweeping, pond clean-out, water quality work and other storm related functions. This fund will also transfer for replacement of storm water that is completed during the Street Reconstruction and Rehabilitation projects.

Five Year Summary Plans – Storm Water Funds

	Actual		Budget				Projected				
	2022	2023	2024 Budget	2025 Adopted Budget	\$ Change	% Change	2026 Concept Budget	2027 Concept Budget	2028 Concept Budget	2029 Concept Budget	2030 Concept Budget
Revenue Budget											
Utilities Revenues-Storm Water	\$ 271,526	\$ 268,120	\$ 272,331	\$ 274,853	\$ 6,683	2.52%	\$ 277,128	\$ 279,408	\$ 279,918	\$ 280,433	\$ 280,953
Other Revenues -Storm Water	7,211	19,767	6,000	9,000	1,137	23.38%	9,090	9,181	9,273	9,365	9,459
Total Revenues	\$ 278,737	\$ 287,887	\$ 278,331	\$ 283,853	\$ 7,820	2.89%	\$ 286,218	\$ 288,589	\$ 289,190	\$ 289,798	\$ 290,412
Expense Budget											
Personnel	\$ 171,555	\$ 147,813	\$ 161,438	\$ 160,569	\$ (869)	-0.54%	\$ 160,546	\$ 169,808	\$ 179,655	\$ 190,126	\$ 201,276
Professional Services	1,670	2,285	3,500	3,000	(500)	-14.29%	3,000	3,000	3,000	3,000	3,000
Operations	26,305	36,237	26,675	30,348	3,673	13.77%	30,717	31,107	31,520	31,958	32,421
Capital/Transfers	15,000	30,000	30,000	30,000	-	0.00%	35,000	50,000	50,000	10,000	10,000
Debt - Interest	39,641	39,641	35,241	-	(35,241)	-100.00%	-	-	-	-	-
Total Expenses	\$ 254,171	\$ 255,976	\$ 256,854	\$ 223,917	\$ (127,073)	-49.47%	\$ 229,263	\$ 253,915	\$ 264,175	\$ 235,083	\$ 246,697
Net Income/(Loss)	\$ 24,566	\$ 31,911	\$ 21,477	\$ 59,936	\$ 134,893		\$ 56,955	\$ 34,674	\$ 25,015	\$ 54,715	\$ 43,715
Depreciation Expense	\$ 222,329	\$ 201,587	\$ 227,329	\$ 181,700	\$ (45,629)		\$ 181,700				
Projected Ending Cash **	\$ 303,522	\$ 328,462	\$ 349,939	\$ 409,874	\$ 59,936	17.13%	\$ 466,830	\$ 501,503	\$ 526,518	\$ 581,233	\$ 624,948

*projected principal debt payment includes any new debt

**projected cash balance is after principal debt payments are made

Liquor Store Funds Financial Plans

Lake Liquors is a municipal liquor store operated by the City of Big Lake. The goal of Lake Liquor is to control the sale of alcoholic beverages while generating revenue for the community. Lake Liquor pours the profits back into the community by the annual budget transfer to the General Fund. Without this budget transfer the City would either have to raise the general fund levy or eliminate services provided.

Lake Liquor was previously located in “The Stampin Place” located next to Tootsies Tavern. In 1985, the liquor store was moved to the Lake Shopping Center Mall in the northeast corner. In 2005, the City of Big Lake purchased the old grocery store from George Stevens. The store was remodeled, and occupancy occurred in April of 2006 with a grand opening on May 1, 2006. In 2014, the original debt 2005A was refunded with the 2014A for interest savings. The debt was called early and paid in full November 3, 2022. There is currently no new debt anticipated for the liquor fund.

Source of Funds

The sales of inventory of the liquor store, along with interest earning make up the revenue for this fund.

Use of Funds

Expenses from this fund are used for operation and maintenance, capital improvement and infrastructure replacement relating specifically to the operations of the liquor store. This includes all direct and indirect overhead costs incurred from operating a liquor store.

Transfers

Each year there is a budgeted transfer from the Liquor Store to the General Fund, without this transfer the City would have to either raise the general fund levy or eliminate City services. For 2024, the budgeted transfer to the general fund is \$450,000. In addition, there will be a \$35,000 transfer from the Liquor Store operations to the Liquor Store CIP fund for upgrades to the store.

Debt

As the debt for the Liquor Store was called and paid in full in 2022 no revenues are used to pay for debt. No new debt is proposed in 2025 or the coming years.

Following is a detail of the five-year summary plan as well as the transfers to the General Fund.

Five Year Summary Plans – Liquor Store Funds

Actual			Budget				Projected				
	2022	2023	2025		\$	%	2026	2027	2028	2029	2030
			2024	Adopted							
			Budget	Budget	Change	Change	Budget	Budget	Budget	Budget	Budget
Revenue Budget											
Sales											
Gross Sales	\$ 5,623,480	\$ 5,445,471	\$ 5,459,428	\$ 5,472,139	\$ 12,711	0.23%	\$ 5,571,422	\$ 5,709,120	\$ 5,916,932	\$ 6,257,880	\$ 6,857,587
Cost of Sales	4,092,018	3,929,430	4,048,673	4,126,071	77,398	1.91%	4,202,166	4,282,993	4,371,521	4,473,635	4,601,042
Gross Profit	\$ 1,531,462	\$ 1,516,041	\$ 1,410,755	\$ 1,346,068	\$ (64,687)	-4.04%	\$ 1,369,255	\$ 1,426,127	\$ 1,545,411	\$ 1,784,245	\$ 2,256,545
Revenue Budget											
Gross Sales	\$ 5,623,480	\$ 5,445,471	\$ 5,459,428	\$ 5,472,139	\$ 12,711	0.22%	\$ 5,571,422	\$ 5,709,120	\$ 5,916,932	\$ 6,257,880	\$ 6,857,587
Other Revenues	26,212	53,606	11,625	35,400	23,775	145.55%	20,400	20,400	20,400	20,400	20,400
Total Revenues	\$ 5,649,692	\$ 5,499,077	\$ 5,471,053	\$ 5,507,539	\$ 36,486	0.63%	\$ 5,591,822	\$ 5,729,520	\$ 5,937,332	\$ 6,278,280	\$ 6,877,987
Expense Budget											
Personnel	\$ 620,474	\$ 623,868	\$ 852,099	\$ 889,218	\$ 37,119	4.36%	\$ 938,934	\$ 959,335	\$ 980,237	\$ 1,001,653	\$ 1,023,673
Professional Services	5,840	7,941	7,600	8,100	500	6.58%	8,100	8,100	8,100	8,100	8,100
Operations	210,540	244,403	264,277	280,730	16,453	6.23%	287,400	294,398	301,739	309,441	317,523
Cost of Sales	4,092,018	3,929,430	4,048,673	4,126,071	77,398	1.91%	4,202,166	4,282,993	4,371,521	4,473,635	4,601,042
Capital/Transfers	485,000	485,000	485,000	485,000	-	0.00%	485,000	485,000	485,000	460,000	460,000
Debt - Interest	6,200	-	-	-	-	-	-	-	-	-	-
Debt - Principal*	79,937	-	-	-	-	-	-	-	-	-	-
Total Expenses	\$ 5,500,009	\$ 5,290,642	\$ 5,657,649	\$ 5,789,118	\$ 131,469	2.44%	\$ 5,921,601	\$ 6,029,826	\$ 6,146,597	\$ 6,252,829	\$ 6,410,338
Net Income/(Loss)	\$ 149,683	\$ 208,435	\$ (186,596)	\$ (281,580)	\$ (94,984)		\$ (329,779)	\$ (300,306)	\$ (209,264)	\$ 25,451	\$ 467,649
Depreciation Expense	\$ 72,561	\$ 72,719	\$ 72,600	\$ 73,190	\$ 590	0.88%	\$ 73,190	\$ 73,190	\$ 73,190	\$ 70,000	\$ 70,000
Projected Ending Cash **	\$ 1,509,640	\$ 1,648,376	\$ 1,461,781	\$ 1,180,201	\$ (281,580)	-19.26%	\$ 850,422	\$ 550,116	\$ 340,852	\$ 366,303	\$ 833,952

*projected principal debt payment includes any new debt

**projected cash balance is after principal debt payments are made

LIQUOR STORE TRANSFERS

Actual			Budget				Projected				
	2022	2023	2025		\$	%	2026	2027	2028	2029	2030
			2024	Adopted							
			Budget	Budget	Change	Change	Budget	Budget	Budget	Budget	Budget
Transfer Budget											
Transfer to General Fund	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ -	0.00%	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000
Transfer to Liquor CIP Fund	35,000	35,000	35,000	35,000	-	0.00%	35,000	35,000	35,000	10,000	10,000
Total Transfers	\$ 485,000	\$ 485,000	\$ 485,000	\$ 485,000	\$ -	0.00%	\$ 485,000	\$ 485,000	\$ 485,000	\$ 460,000	\$ 460,000



CITY DEPARTMENTS

- Mayor and Council
- City Administration
- Finance Department
- Community Development
- Police Department
- Fire Department
- Public Works Department
- Liquor Store

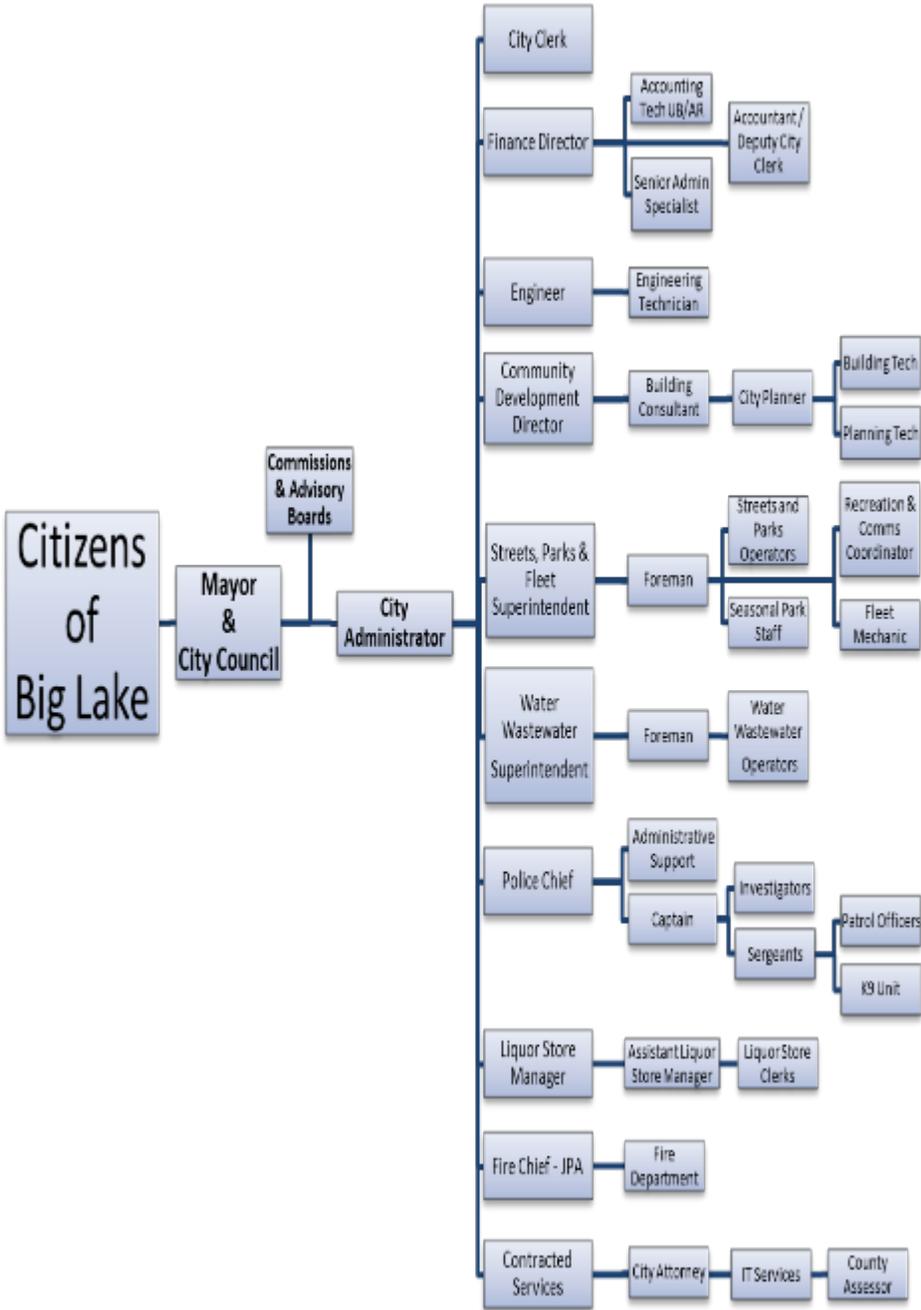
Department Management

Name	Position
Hanna Klimmek	City Administrator
Gina Wolbeck	City Clerk
Deb Wegeleben	Finance Director
Marie Pflipsen	Community Development Director
John Kaczmarek	Chief of Police
Seth Hansen	Fire Chief – Paid on Call
Layne Otteson	City Engineer
Dan Childs	Water/Wastewater Superintendent
Norm Michels	Street/Parks/Fleet Superintendent
Greg Zurbey	Liquor Store Manager

Professional Services

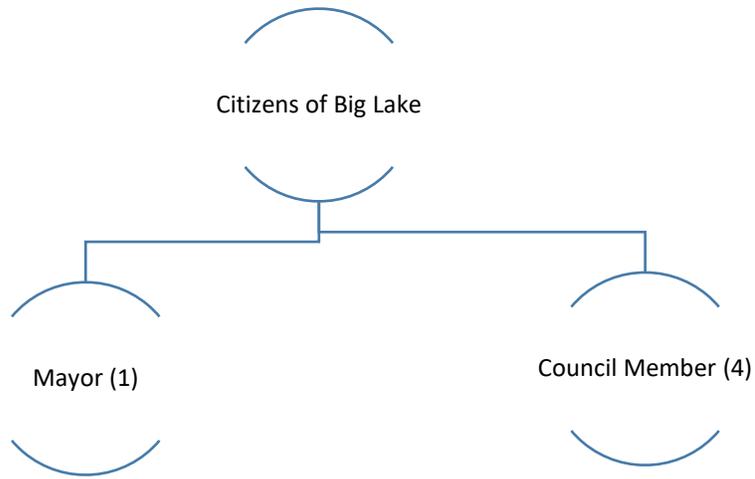
Position	Name
City Attorney	Campbell Knutson, P.A.
Financial Advisor	Northland Securities, Inc.
Information Technically Services	Sherburne County Sheriff IT Dept

City Organization Chart – by department

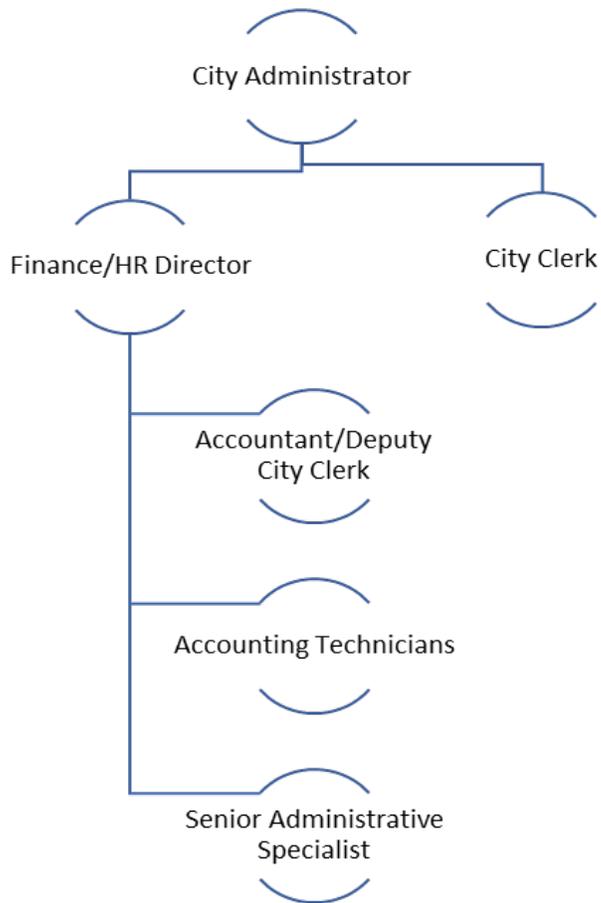


City Organization Chart Detailed – (continued)

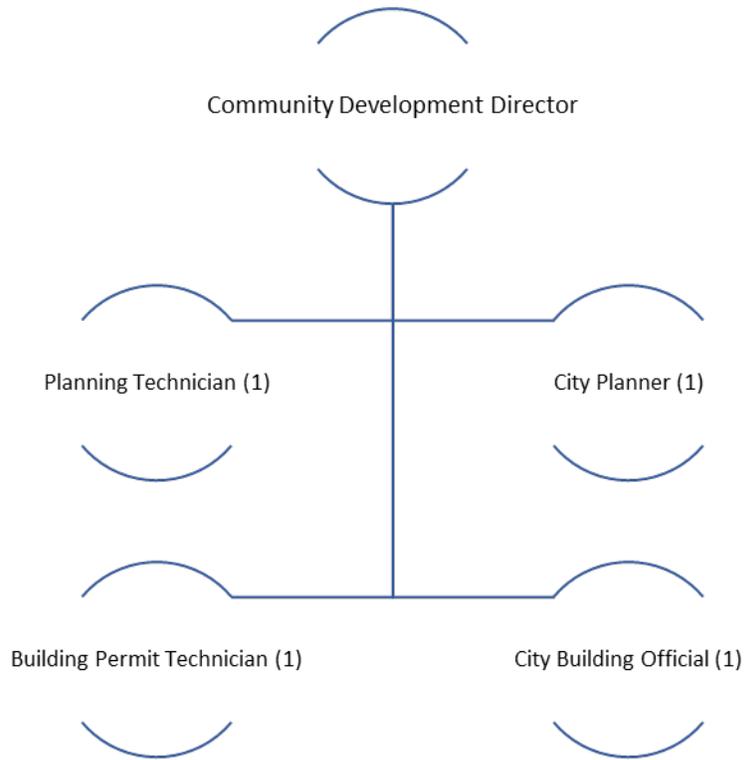
Council



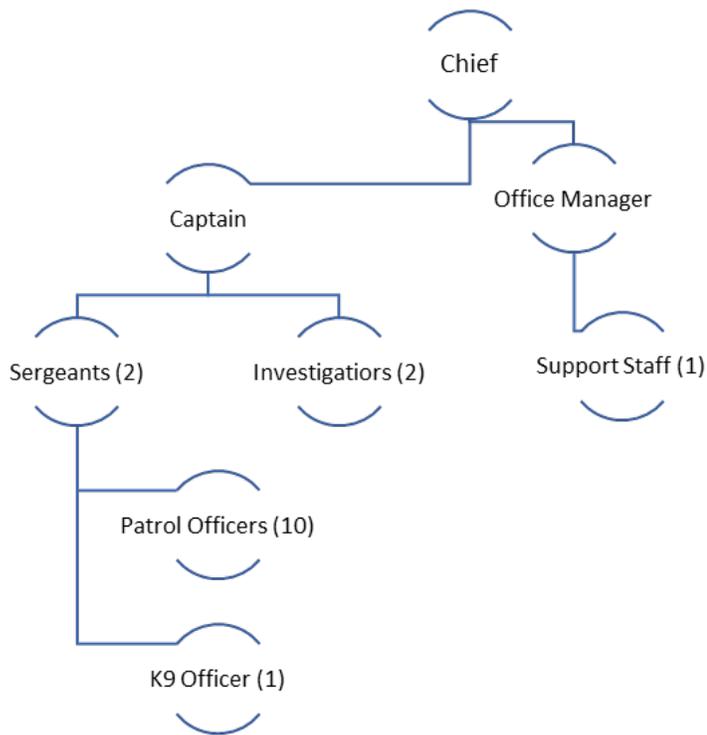
Administration/Finance Department



City Organization Chart Detailed – (continued)



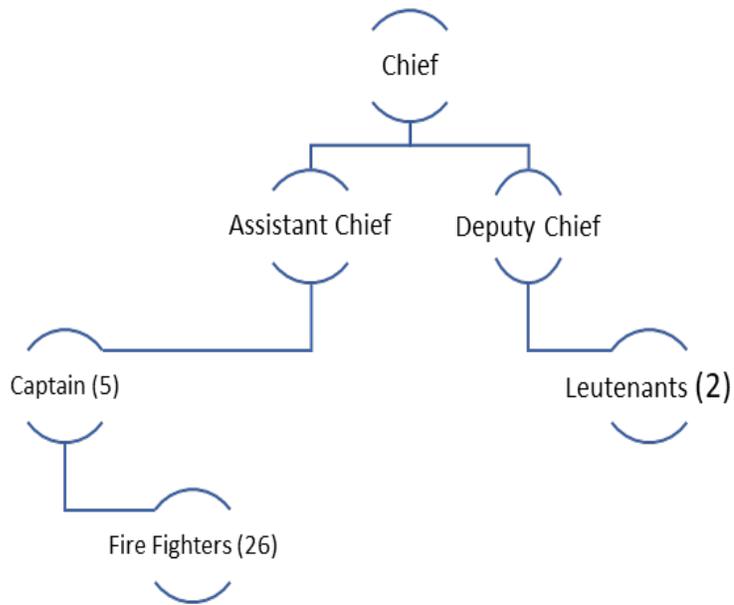
Community Development



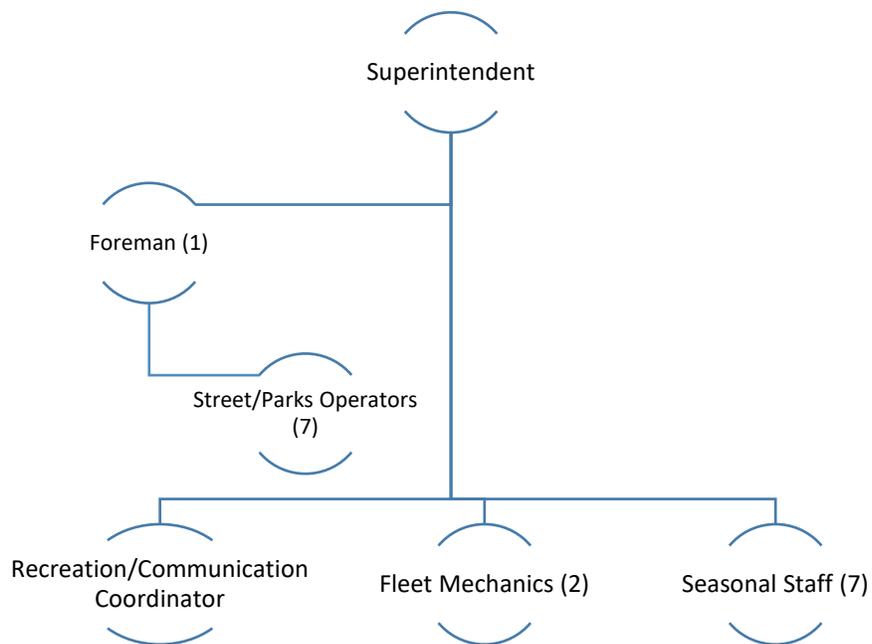
Police Department

City Organization Chart Detailed – (continued)

Fire Dept

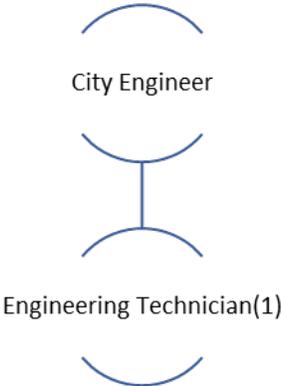


Streets/Parks/Fleet

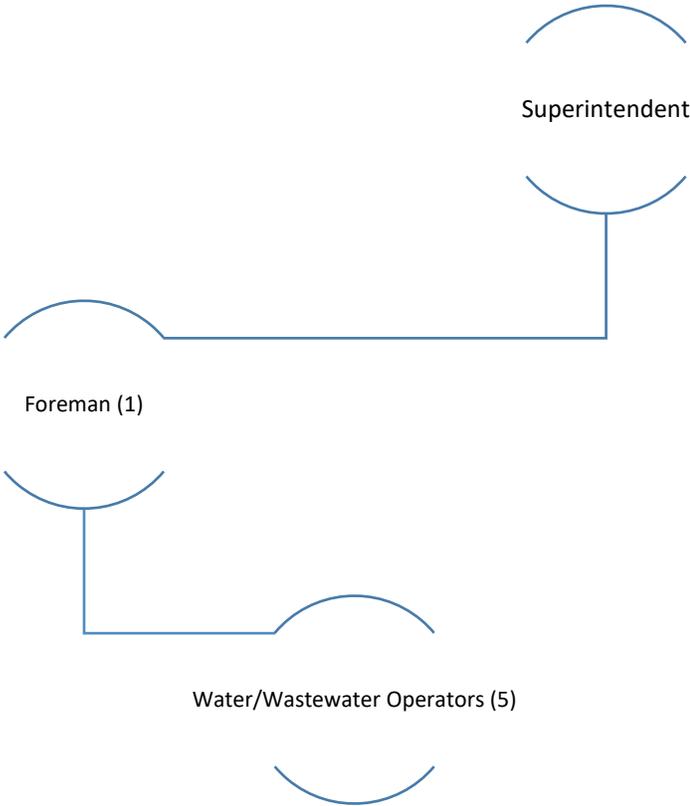


City Organization Chart Detailed – (continued)

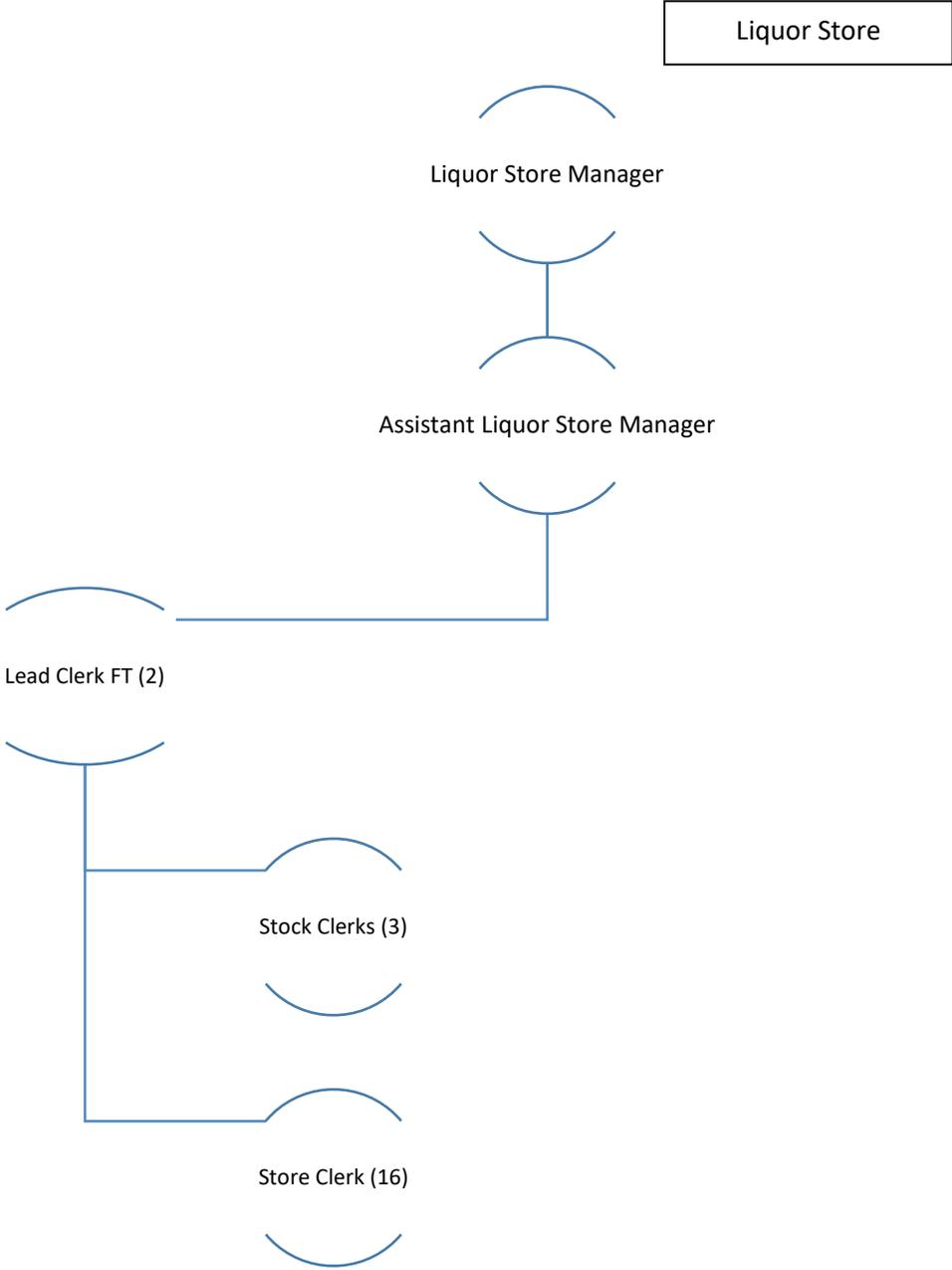
Engineering
Department



Water/Wastewater



City Organization Chart Detailed – (continued)



Employee Full Time Equivalent Count

(Full-time, regular part-time and seasonal positions)

	2023 Budget	2024 Budget	2025 Adopted Budget	2026 Concept Budget	2027 Concept Budget	2028 Concept Budget
General Fund						
Mayor and Council						
Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Council Members	4.00	4.00	4.00	4.00	4.00	4.00
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
Administrative/Finance						
City Administrator	1.00	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Finance	3.75	3.75	3.75	3.75	3.75	3.75
IT	-	-	-	1.00	1.00	1.00
Deputy City Clerk	0.25	0.25	0.25	0.25	0.25	0.25
	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Community Development						
Building	2.00	2.00	2.00	2.00	2.00	2.00
Code Enforcement	-	-	-	-	-	-
Economic Development	1.00	1.00	1.00	1.00	1.00	1.00
Planning	2.00	2.00	2.00	2.00	2.00	2.00
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
Public Safety						
Police -Admin/Patrol/Investigation	14.00	15.00	16.00	16.00	16.00	16.00
Police Canine	1.00	1.00	1.00	1.00	1.00	1.00
Police Administration Support	2.00	2.00	2.00	2.00	2.00	2.00
Community Service Officers	-	-	-	-	-	-
Fire - new position	-	-	-	-	-	-
Volunteer On-Call Fire Department (36)	4.00	4.00	4.00	4.00	4.00	4.00
	<u>21.00</u>	<u>22.00</u>	<u>23.00</u>	<u>23.00</u>	<u>23.00</u>	<u>23.00</u>
Parks						
Parks Services - Seasonal May - Sept (7)	1.00	1.00	1.00	1.00	1.00	1.00
Parks Maintenance	3.50	3.50	3.50	3.50	3.50	3.50
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>
Public Works						
Engineering	1.00	1.00	2.00	2.00	2.00	2.00
Engineering Intern	0.25	0.25	-	-	-	-
Streets Maintenance	4.50	4.50	5.50	5.50	6.50	6.50
Fleet Maintenance	2.00	2.00	2.00	2.00	2.00	2.00
	<u>7.75</u>	<u>7.75</u>	<u>9.50</u>	<u>9.50</u>	<u>10.50</u>	<u>10.50</u>
Total General Fund	50.25	51.25	54.00	55.00	56.00	56.00
Special Revenue Fund						
Economic Development Authority (EDA)	0.50	0.50	0.50	0.50	0.50	0.50
Farmers Market / Music in the Park	0.25	0.25	0.25	0.25	0.25	0.25
Total Special Revenue Fund	0.75	0.75	0.75	0.75	0.75	0.75
Enterprise Funds						
Water & Sewer Funds	5.75	5.75	6.75	7.75	8.75	8.75
Storm Water Funds	0.25	0.25	0.25	0.25	0.25	0.25
Liquor Store Funds	10.00	10.00	10.00	10.00	10.00	10.00
Total Enterprise Funds	16.00	16.00	17.00	18.00	19.00	19.00
Total All Fund Types	67.00	68.00	71.75	73.75	75.75	75.75

Change in Full-Time Equivalent Allocation

(Full-time, regular part-time and seasonal positions)

		2023	2024	2025	2026	2027	2028
		Budget	Budget	Adopted Budget	Concept Budget	Concept Budget	Concept Budget
General Fund							
<i>Community Development</i>							
<i>Finance</i>							
IT Specialist	Add new position	-	-	-	1.00	-	-
Accounting Technician	Replace with a FT front counter position	-	-	(1.00)	-	-	-
City Hall Administrative Technician	Added FT front counter position	-	-	1.00	-	-	-
<i>Public Safety</i>							
Police Canine	Added canine Bruno	-	-	-	-	-	-
Police Officer	Added additional Police Officer	1.00	1.00	1.00	-	-	-
Police Officer	Restructure -	(1.00)	-	-	-	-	-
Captain	Restructure -	1.00	-	-	-	-	-
<i>Parks</i>							
<i>Public Works</i>							
Engineering Intern	Summer Engineering intern program	-	-	(0.25)	-	-	-
Engineering Technician	Replace Summer Engineering intern	-	-	1.00	-	-	-
Street/Parks Operator	Added additional Position	-	-	1.00	-	1.00	-
Administrative Assistant	Reclassified position to part time	-	-	(0.50)	-	-	-
Total General Fund		1.00	1.00	2.25	1.00	1.00	-
Special Revenue							
Total Special Revenue Fund		-	-	-	-	-	-
Enterprise Fund							
Liquor Store	Added addition FT position	1.00	-	-	-	-	-
Water & Sewer Operator	Added two additional FT positions	-	-	1.00	1.00	1.00	-
Total Enterprise Funds		1.00	-	1.00	1.00	1.00	-
Total All Fund Types		2.00	1.00	3.25	2.00	2.00	-

For 2025, the increase in Full-Time Equivalent (FTE) positions includes the addition of a **police officer** to bring the police department's sworn officers to 17. There are also increases in staffing for **Streets & Parks** and **Water & Wastewater** departments. No further staffing increases are proposed for any other department until **2026**. These increases are based on the staffing study conducted by Baker Tilly in 2023.

Staff Work Plan

CITY OF BIG LAKE – 2025 WORK PLAN



ADMINISTRATION

Goal	Goal Completion Date
Cannabis Policy Approval	01.22.25
Repeal and Replace Tobacco Ordinance	05.14.25
Amend Liquor Ordinance: <ul style="list-style-type: none"> Update Violation Language Rewrite Liquor License Application Form 	10.08.25 10.08.25
City Hall Relocation Project: <ul style="list-style-type: none"> Bring PBPC Recommendation Forward – Seeking Council consensus/direction on scope-of-project and method of delivery Release/Publish Request for Qualifications (RFQ) Hire Construction Company Achieve Complete Design/Total Project Cost 	04.09.25 04.23.25 05.14.25 07.09.25

COMMUNITY DEVELOPMENT

Goal	Goal Completion Date
Hire City Planner (advertise to hire approved on 9.25.24)	03.26.25
Complete Transfer of Michell Land Donation	05.14.25
Facilitate the Sale of City-Owned Property Located at 616 Rose Drive	06.30.25
Begin the Process of Performing Zoning Ordinance Housekeeping Amendments	10.01.25
Implement Online Permitting	12.31.25
Create a New Big Lake EDA Strategic Plan w/ Assigned Committee	12.31.25

ENGINEERING

Goal	Goal Completion Date
Hire Engineering Technician (advertise to hire approved on 1.22.25)	03.01.25
Update “Private Development Standards” within Engineering Specifications	04.01.25
Upgrade City Mapping	05.01.25
Review Street Lighting Standards Citywide	06.01.25
Identify and Pursue Grants for Lake Channel Reconstruction and Peninsula Erosion Protection	12.01.25

FINANCE/HUMAN RESOURCES

Goal	Goal Completion Date
Finalize Finance Package for City Hall Relocation Project	09.10.25
Budget for City Hall Paperless Project to be Completed in 2026	12.10.25
Facilitate Funding Opportunities for the WWTF Expansion Project	12.31.25
Facilitate Funding Opportunities for the City Hall Relocation Project	12.31.25
Cybersecurity Risk Management Planning	12.31.25

LEAD WITH EXCELLENCE

Staff Work Plan – (continued)

LAKE LIQUORS

Goal	Goal Completion Date
Send Multiple Staff Members to MMBA Regional/Annual Conferences	12.31.25
Hold Four (4) In-Store Staff Meetings – Bring in experts to develop product knowledge and share industry trends	12.31.25
Plan for Management and Full-Time Staff to Attend Three (3) Site Visits to other Off-Sale Stores – Review practices, procedures, and gather ideas for marketing and store design	12.31.25

POLICE

Goal	Goal Completion Date
Hire Police Officer #17 (advertise to hire approved on 1.22.25)	06.01.25
Perform a Policy Overhaul/Review of BLPD Policies & Implement Changes Where Needed	12.31.25
Train and Implement New CAD/RMS System (Oracle)	12.31.25
Develop Staff by Expanding on Leadership and Management Training/Certifications	12.31.25
Retain All BLPD Staff	12.31.25

STREETS/PARKS/FLEET

Goal	Goal Completion Date
Hire Streets/Parks Operator (advertise to hire approved on 1.22.25)	03.01.25
Develop a Plan for Brom Park with the Parks Advisory Committee	03.31.25
Bring a Recommendation Forward Regarding Skate Board Park Improvements	03.26.25
Bring a Recommendation Forward Regarding Cost Reduction and Efficiencies for Park Irrigation	06.24.25
Consider Partnership with AmeriCorps Seniors RSVP to Promote Volunteerism within the City	07.31.25
Complete the Water Meter Replacement Project	08.29.25
Newly Construct an Archery Range within the Current Parks System	08.29.25
Design On-Site Fuel at Public Works	09.30.25

WATER/WASTEWATER

Goal	Goal Completion Date
Hire Water/Wastewater Operator (advertise to hire approved on 1.22.25)	03.01.25
Complete the Well #2 Project	06.01.25
Develop Asset Management System for Water and Wastewater Infrastructure	06.30.25
Complete 30% Design of the WWTF Expansion Project	07.23.25
Complete 50% of the New Water Supply Plan	09.30.25
Complete 50% of the New Well Head Protection Plan	09.30.25
Complete 50% of the Risk and Resiliency and Emergency Response Plan	09.30.25

LEAD WITH EXCELLENCE

Mayor and Council

Big Lake Mayor and Council Department:

- Mayor
- Council members - 4

Activity Scope:

- The Mayor and Council provide elected representation to the community with control over policies, goals, and budgets. Members participate in various committees and direct staff through the City administrator
- The City operates under a statutory form of government consisting of a four-member City Council and a Mayor, who is a voting member
- The Mayor and Council budget provides for legislative and policy making activities of the City on behalf of the citizens of Big Lake

Staffing Levels	<u>2023</u>	<u>2024</u>	<u>2025</u>
Number of Employees	5	5	5

Division Goal	Goal Objective/Task
Policies and Ordinances	Adopt policies and ordinances consistent with the council’s positions on growth, zoning, and financial strategies
Economic Development	Market City-wide properties for development projects
Planning	Completion of the code revision and review strategic plan for the City.
Community engagement	Coffee with the Mayor Volunteer Citizen of the Year award
Capital Improvement Reserves	Plan for future infrastructure repairs and improvements



City Administration

Big Lake Administrative Department:

- City Administrator
- City Clerk

Activity Scope:

- The City Administrator provides the overall direction of the City, as determined by council and mayor. The City administrator serves as the chief administrative officer, ensuring that laws, ordinances and resolutions are implemented and enforced. The administrator is also responsible for managing the operations of all City departments
- The City Clerk responsibilities involve the management and retention of all official records and documents of the City. The clerk is also responsible for all election procedures, and licensing of local businesses
 - Liquor licenses
 - Tobacco licenses
 - Massage licenses
 - Trash haulers licenses

Staffing Levels	<u>2023</u>	<u>2024</u>	<u>2025</u>
Number of Employees	2	2	2

Division Goal	Goal Objective/Task
Enhance public record keeping through digitization.	Follow state-mandated records policies. Assist departments in setting records up electronically and destroying records per state retention schedule.
Enhance customer service and streamline administrative process for municipal government.	Evaluating online forms solutions/service center to condense workflow process and enhance customer experience.



Finance Department

Big Lake Finance Department:

- Finance Director
- Accountant/Deputy City Clerk
- Senior Administrative Specialist
- Accounting Technician – Accounts Receivable (utility billing)



Finance
CITY OF BIG LAKE

Activity Scope:

- The City finance director serves as the chief financial officer for the City of Big Lake
- The finance department conducts the financial affairs of the City of Big Lake in accordance with Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP)
- Asset management for the City’s capital assets
- Preparing and maintaining the City’s Capital Improvement Plan
- Working with financial consultants to always be looking at cost savings for the City
- Investment and debt management
- Review and implementation of internal controls
- Accounting for every financial transaction of the City including accounts payable, accounts receivable, and payroll
- Utility billing processing and collection
- Administers human resource duties, including benefits, for the City of Big Lake
- Preparation of the annual audited financial report
- Preparation of the annual budget document

Staffing Levels

	<u>2023</u>	<u>2024</u>	<u>2025</u>
Number of Employees	4	4	4

Performance Measure	2023	2024	2025 Projected
City Bonding Rate	AA	AA	AA
Avg Rate of Return	2.19%	2.98%	3.02%
Invoices processed	4881	5112	6000
Division Goal	Goal Objective/Task		
Update policies and manuals.	Review required documents and revise as necessary.		
Transparency of public finances	Provide meaningful and timely financial reports and information to council, commissions and other City departments as well as the general public on a monthly basis.		
GFOA award programs	Develop financial documents in a format to be eligible for review and award		

Community Development: Big Lake Economic Development Authority (BLEDA) Commission

Mission Statement

To efficiently facilitate development while equally supporting the Big Lake business community and driving economic growth.

Goals:

- Hold monthly meetings to make recommendations to the Big Lake City Council
- Work with the Joint Powers Board for all Big Lake Industrial Park activity
- Accomplish objectives of the Big Lake Economic Development Strategic Plan
- Work with business financing administrators to provide options for business expansion and new opportunities
- Continue to develop marketing materials/opportunities for the City

Staffing Levels	<u>2023</u>	<u>2024</u>	<u>2025</u>
Number of Employees	0.5	0.5	0.25
Number of Commissioners	7	7	7

Strategic Plan	Objectives
Market City of Big Lake	<ul style="list-style-type: none"> • Administer the Business Retention & Expansion Program (BR&E)
Market and Sell Industrial Park	<ul style="list-style-type: none"> • Appropriately stage the property (schedule lawn maintenance, install signage, etc.) • Direct market to Real Estate Brokers and Developers • Participate in relevant expos, site selector events, forums, conferences, etc.
Recognize BLEDA & City-owned commercial and residential property	<ul style="list-style-type: none"> • Cultivate a development/redevelopment plan for each parcel
Recognize privately-owned commercial/industrial property	<ul style="list-style-type: none"> • Cultivate a development/redevelopment plan for each parcel
Increase BLEDA community presence	<ul style="list-style-type: none"> • Maintain extensive knowledge of all business financing tools (federal, state, local, etc.) • Work in partnership with the Big Lake Finance Director to discover budgeting options for the BLEDA to consider • Author a successful Minnesota Investment Fund (MIF) Application to MnDEED • Invest time into building and expanding relationships with Big Lake partners • Administer the Big Lake EDA Revolving Loan Fund

Community Development: Planning Commission

Mission Statement

To effectively facilitate development through implementation of the community vision as established by the Big Lake Comprehensive Plan.

Goals

- Advise the City Council relating to land use topics
- Provide guidance to the City Council relating to long-range planning
- Promote collaboration with other committees, departments and agencies
- Provide a forum to educate and engage the public in the planning process
- Efficient processing of land development applications
- Prepare, maintain and implement the Comprehensive Plan
- Research and discuss new ideas and trends in land use planning
- Maintain the Zoning and Subdivision Ordinances

Staffing Levels	<u>2023</u>	<u>2024</u>	<u>2025</u>
Number of Employees	0.5	0.5	0.5
Number of Commissioners	7	7	7

Strategic Plan	Objectives
Continue to review Zoning and Subdivision Ordinances	<ul style="list-style-type: none"> • Partnership with a staff to review ordinances as needed
Standardize roadway designs based on road classification	<ul style="list-style-type: none"> • Review adopted policies including the Comp. Plan, Complete Streets Plan, and official controls
Research Accessory Dwelling Units (ADU’s)	<ul style="list-style-type: none"> • Review adopted policies and ordinances • Review model ordinance language and area ordinances
Research parking requirements	<ul style="list-style-type: none"> • Review adopted policies and ordinances • Research trends, standards, and review model ordinance language and area ordinances
Assess the need for updates to the Comprehensive Plan	<ul style="list-style-type: none"> • Review sections under the purview of the Planning Commission • Facilitate the review of other sections
Align land use controls with adopted policies	<ul style="list-style-type: none"> • Rezone properties consistent with the Comprehensive Plan • Implement Comp Plan policies into the Zoning and Subdivision Ordinances



Community Development: Building / Planning and Zoning Operations

The Building Safety division is responsible for adopting and enforcing new and existing building codes, issuing permits, and performing all required inspections. The Planning division is responsible for facilitating the public and private improvement of property towards the City’s established vision using the comprehensive plan and zoning ordinance. The Zoning division is responsible for enforcing City ordinances to protect the quality of life and public health.

- Permit Applications
- Development Applications
- Conditional Use Permits
- Interim Use Permits
- Variance Requests
- Code Enforcement
- Code Amendments
- Comp. Plan Amendments
- Residential and Commercial Inspections
- Issuance of Certificates of Occupancy



Staffing Levels	<u>2023</u>	<u>2024</u>	<u>2025</u>
Number of Employees	4.5	4.5	4.50

Performance Measure	2023	2024	2025 Projected
Comm/Ind'l building permits issued	80	63	40
New Residential permits issued	28	27	15
Total number of permits issued	1407	1541	1400
Land Use applications	6	2	2
Division Goal	Goal Objective/Task		
Streamline processes and reduce regulation	Continually evaluate processes for improvements to City permitting and reducing steps for residents and applicants.		
Comprehensive Plan	Review action steps outlined in the comprehensive plan and complete recommended rezoning and ordinance amendments to further the goals of the plan.		
Ensure that proposed construction complies with adopted codes and ordinances	Conduct plan review, issue permits, perform inspections, and investigate safety issues of construction projects and/or existing buildings.		
Ensure that Building Safety practices and activities align with the State Building Code and the Int'l Property Maintenance Code	Stay abreast and implement any revisions to the State Building Code and/or the IPMC.		
Ensure first-class customer service	Become proficient with new permitting software and equipment. Take advantage of new technology to be more efficient.		

Community Development: Recreation and Communication

The Recreation division is responsible for the administrative services of park planning, providing leisure programs for the community, and for the coordination park facility use. The Communication division is responsible for the distribution of important information to its citizens and staff about City news, projects, events, and more.

- Grant applications
- Farmers Market – Summer and Winter
- Coordinate the Big Lake Community Gardens
- Coordinate Movie in the Park and Music in the Park
- Strengthen partnership with Big Lake Schools ECFE programming
- Administer Senior Center room rental
- Administer Special Event Permits – Continue to find efficiency to promote events
- Coordinate park building reservations
- Coordinate the Big Lake Volunteer Program
- Regularly attend the Park Advisory Board meetings

Staffing Levels	<u>2023</u>	<u>2024</u>	<u>2024</u>
Number of Employees	1.5	1.5	1.5

Performance Measure	2023	2024	2025 Projected
Number of community events	38	38	38
Number of market vendors	30	30	30
Division Goal	Goal Objective/Task		
Grant applications	To expand recreational opportunities.		
Volunteer program	Seek weekly volunteers that will help make additional programming feasible.		
Enhance community awareness and engagement	Assist with multipurpose facility marketing and branding		



Police Department

The Police division is responsible for the protection of life and property and an atmosphere of community security through the deterrence of criminal activity by visible patrols; the enforcement of traffic laws; the apprehension of criminal offenders; emergency response services; and the delivery of other community services such as animal control and school liaison. The department provides for the investigation of criminal incidents and the apprehension of criminal offenders through the gathering, analysis, preservation, and presentation of evidence.



Mission Statement: *The members of the Big Lake Police Department “Commit to engaging with our community, while protecting and serving with Compassion, Honor, and Integrity”.*

Staffing Levels	<u>2023</u>	<u>2024</u>	<u>2025</u>
Number of Command	04	04	04
Number of Patrol Officers	08	09	10
Number of Investigators	02	02	02
Number of K-9 Officer	01	01	01
Number of Support Staff	02	02	02

Performance Measure	2023	2024	2025 Projected
Calls for service	11,479	12,904	15,000
Social media followers	13,000	13,000	15,500
Community involvement (events)	30	30	30
Division Goal	Goal Objective/Task		
Maintain professional staffing consistent with workload.	Recruit and retain with a focus on officer wellness and resilience. Provide opportunities for individual and professional growth in combination with career enrichment opportunities. Superseding minimum training requirements required by the State of Minnesota.		
Meet the potential increased training requirements set by legislation.	Fulfill training requirements from the Minnesota POST Board with regards to anticipated changes in police training requirements. Strive to supersede minimum standards.		
Community safety	Continue to maintain our standing as one of the safest communities in Minnesota by diligently detecting and deterring criminal activities in our community. Continue to grow and expand our abilities in Emergency Management Services to effectively respond and safeguard our community.		
Community engagement and outreach	Diligently provide educational, informational items to the public via Facebook. Work diligently to engage and build trust through community partnerships. Continue to seek opportunities to interact with the community including Big Lake Police Night to Unite, Cone w/ a Cop, Music in the Park, Spud fest, and other public venues. Continue to provide a transparent view of the Big Lake Police Department. Continue to grow online services through @biglakepolice.com		

Fire Department

The Fire division is responsible for fire suppression to minimize personal injury, loss of life, and property damage. The department conducts fire inspections and reviews and recommends fire related items on building plans to comply with fire protection codes. The department provides fire education and prevention programs.

Big Lake Fire Department Staff:

- Fire Chief - 1
- Assistant Chief – 1
- Deputy Chief - 1
- Captains - 5
- Fire Fighters - 35
- Training Officer (Lt.)
- SCBA Officer
- Quarter Master (Lt.)



Staffing Levels	<u>2023</u>	<u>2024</u>	<u>2025</u>
Number of Employees (Paid on Call Fire fighters)	34	34	36

Performance Measure	2023	2024	2025 Projected
Total Incidents:	357	398	500
Fires	45	45	50
Medical	147	147	165
Fire training hours	Combined total for all FF 2,833 hr	Combined total for all FF 2,883 hr	3,000 total hours
Division Goal	Goal Objective/Task		
Fiscal responsibility of public funds.	Continue to manage the Big Lake Fire Department Budget without compromising the life and safety of our residents and staff through prudent spending of budgetary dollars.		
Ensure adequate coverage throughout the entire fire district.	Improve outreach and recruitment to fill staffing needs. Explore the option of a sub-station to ensure adequate coverage and reduce response times.		
Continue to develop and enhance current and future leaders of the organization.	Enhance the newly implemented Officer Development Program to ensure we are meeting the goals of developing our current firefighters into future dept leaders.		

Public Works Department: Fleet, Streets & Parks

The Fleet Maintenance division is responsible for the repair and maintenance of the City equipment. The Street Maintenance division is responsible for maintaining City streets, sidewalks, boulevards, and the stormwater collection system. The Snow Removal budget provides for snow removal and for ice control on City streets, parking lots, and pathways. The Park Maintenance division is responsible for the maintenance of all City parks and facilities. These parks and facilities include playgrounds, shelters, and trails.

Staffing Levels	<u>2023</u>	<u>2024</u>	<u>2025</u>
Number of Employees	10.5	10.5	12
Number of Seasonal	7	7	7

Performance Measure	2023	2024	2025 Projected
Miles of sidewalk	9.3	9.3	9.3
Crack seal miles	8 mi	10 mi	10 mi
Street sweeping	90 mi	90 mi	90 mi
Playgrounds	14	14	14
Vehicle repairs and services	24	30	48
Division Goal	Goal Objective/Task		
Maintain City fleet	Conduct routine preventative maintenance and equipment inspections. Conduct non-mission critical repairs in conjunction with scheduled services. Conduct, at a minimum, annual inspections on all equipment to include annual DOT inspections on all primary movers and trailers.		
Snow and Ice control	Meet / exceed approved timelines for snow removal. Continue to reduce road salt usage while maintaining safe winter driving surfaces through utilization of new equipment and applying BMPs for chemical application.		
Utilize Best Management Practice (BMP) to extend payment life.	Crack seal, pothole repair, mill and overlay, reclamation, and other procedures to maintain bituminous roadways, parking lots, and trails.		
Maintenance and improvements to park amenities and trails.	Conduct preventative to park amenities and trails.		
Maintain a safe park and recreation system.	Provide a safe, secure, clean and an aesthetic park environment.		



Street & Parks
CITY OF BIG LAKE

Public Works Department: Engineering

Services Provided:

The Engineering Department is responsible for planning, implementing, and supervising municipal sewer, water main, storm drainage, trail, and street improvements to ensure they are constructed in accordance with City specifications and coordinated with Public Works Department. This includes coordinating infrastructure improvements within residential, commercial, and industrial developments.



Activities performed by Engineering include:

- Review land alteration, building and zoning permits for approval.
- Administer and implement the Federal Clean Water Act and City’s MS4 permit as needed.
- Update and revise the Pavement Management Plan.
- Execute the Capital Improvement Plan annually.
- Oversee right of way use and perform permit reviews and inspections.
- Monitor and permit lakeshore alteration activity.
- Inspect installation of infrastructure including water, sewer, and streets.
- Maintain and update mapping and GIS for City infrastructure and small utility.
- Secure grants to fund infrastructure improvements such as trails, parks, and transportation.

Staffing Levels	<u>2023</u>	<u>2024</u>	<u>2025</u>
Number of Employees	1.5	1.5	2

Performance Measure	2023	2024	2025 Projected
Number of right-a-way permits	100	100	100
Development plan reviews	10	10	12
Building Permit Survey reviews	75	75	30
Zoning Permits	25	25	25
Public Infrastructure Constructed	3.1 mi	.75 mi	1.0 mi
Division Goal	Goal Objective/Task		
Quality infrastructure	Minimizes future costs for maintenance or replacement.		
Customer experience	Maintain high level of service responding to developer, resident and business owner inquiries.		
Collaboration with public agencies	Develop and maintain working relationship with other public agencies such as Big Lake Schools, Sherburne County, Township of Big Lake, and the State.		
Fiscal responsibility of public funds	Ensure the confidence of residents of Big Lake that services are provided in a thoughtful, efficient, and cost-effective manner.		
Community relationships	Develop and maintain working relationships with builders, developers, and contractors.		
Infrastructure responsibility	Ensure infrastructure improvements and developments are consistent with the 2018 Comprehensive Plan and 2020 ADA Transition Plan.		

Public Works Department: Water & Wastewater

The Water budget provides for the administration, operation, and maintenance of the water treatment system and wells for the treatment of water use for all household, commercial, and industrial customers. The Wastewater budget provides for the administration, operation, and maintenance of the sanitary sewer system and lift stations for the treatment of household, commercial, and industrial waste.

Mission Statement:

- Ensure environmental stewardship and public health by operating and maintaining the Water Treatment and Wastewater Treatment Plants, and associated storage and collection/distribution systems in accordance with Federal and State Laws
- Provide safe, healthy drinking water to the residents of Big Lake

Staffing Levels	<u>2023</u>	<u>2024</u>	<u>2025</u>
Number of Employees	6	6	7

Performance Measure	2023	20243	2025 Projected
Gallons of safe drinking water	531,421,000	465,253,000	500,000,000
Treated wastewater (gal)	293,036,000	289,082,000	295,000,000
Number of wells	7	7	7
Number of lift stations	13	13	13
Average flow rate (wastewater)	563 gpm	550 gpm	561 gpm
Division Goal	Goal Objective/Task		
Maintain an efficient plant and collection system.	Ensure treatment plants are operated in accordance with Federal and State permit requirements and regulations. Ensure proactive preventative maintenance to enhance the life of the plants and to minimize outages. To effectively and efficiently treat, store and distribute water to meet the social, health, economic and environmental needs of the service area in a quality, customer focused, cost efficient and effective manner. Remove pollutants from the incoming wastewater while complying with all permits – water, air and land – and convert them to safe, disposable biosolids as sustainably and cost effectively as possible.		



Liquor Store

The Liquor budget provides for the total operation of the municipal liquor store as authorized by Minnesota State Law and the Big Lake City Council. The municipal liquor stores also generate revenue for transfer to other City funds.

Staffing Levels	<u>2023</u>	<u>2024</u>	<u>2025</u>
Number of Employees – Full Time	3	4	4
Number of Employees – Part Time	19	19	17

Performance Measure	2023	2024	2025 Projected
Customer Count	194,951	184,412	187,000
Avg. Sale per Customer	\$29.05	\$29.80	\$29.75
Total Sales	\$5,623,585	\$5,445,460	5,471,054
Gross Profit %	27%	28%	27%
Labor Costs as % of Sales	11%	11%	15%
Division Goal	Goal Objective/Task		
Promote community value	Promote a unified "message" paired with liquor transfers and a better knowledge of where consumer dollars go.		
Improve customer service	Promote customer service through employee product knowledge to share with customers. Provide a quality selection at a fair price with excellent customer service. Work with vendors to increase sales through on-site tastings. Increase staff trainings to promote sales and customer service.		
Increase on-line store sales	Explore new strategies to improve messaging and establish customer base. Expand staff knowledge of CITYHIVE site and use more options and specials on it.		
Community activities	MMBA and local organization fundraisers. Serve as a location for organizations to sell tickets for events.		
Community education	Work with public entities to reduce underage drinking. Provide in-store signage and staff training to recognize and address concerns.		



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GENERAL FUND DETAIL BUDGET

Summary Budget

	Actual		Budget							
	2022	2023	2024	2025	+/- to last year	2026	2027	2028	2029	2030
REVENUE										
Taxes	\$ 3,585,720	\$ 4,121,504	\$ 4,415,208	\$ 4,887,540	\$ 472,332	\$ 5,370,059	\$ 5,620,442	\$ 6,039,114	\$ 6,732,017	\$ 7,339,378
Special assessments	5,040	834	3,000	1,000	(2,000)	1,000	1,000	1,000	1,000	1,000
Licenses and permits	798,583	723,587	644,497	713,445	68,948	800,400	891,448	983,496	1,074,544	1,165,592
Intergovernmental revenues	506,759	591,371	477,790	497,579	19,789	366,726	366,908	367,100	367,304	367,521
Franchise Fees	454,572	461,496	450,303	451,263	960	452,223	453,183	454,143	-	-
Charges for services	307,555	284,446	246,411	248,078	1,667	253,119	255,614	258,183	260,708	263,307
Fines and forfeitures	33,032	42,097	47,100	49,250	2,150	51,250	53,250	55,250	57,250	59,250
Interest earnings	(576,434)	445,332	37,000	64,534	27,534	55,000	55,000	55,000	55,000	55,000
Contributions/Donations	37,555	27,270	1,500	1,500	-	1,500	1,500	1,500	1,500	1,500
Miscellaneous revenue	37,134	97,366	2,500	2,500	-	2,500	2,500	2,500	2,500	2,500
Transfer In from Other Funds	506,842	450,000	450,000	450,000	-	450,000	450,000	450,000	450,000	450,000
Total Current year revenues	5,696,358	7,245,303	6,775,309	7,366,689	591,380	7,803,777	8,150,845	8,667,287	9,001,823	9,705,048
Prior year Donations - Designed Fund Balance	8,920	9,546	3,566	-	(3,566)	-	-	-	-	-
TOTAL GENERAL FUND REVENUES BUDGET	\$ 5,705,278	\$ 7,254,849	\$ 6,778,875	\$ 7,366,689	\$ 587,814	\$ 7,803,777	\$ 8,150,845	\$ 8,667,287	\$ 9,001,823	\$ 9,705,048
EXPENDITURES										
Mayor/Council	\$ 38,180	\$ 32,811	\$ 33,426	\$ 33,681	\$ 255	\$ 33,725	\$ 33,765	\$ 33,806	\$ 33,849	\$ 33,895
Planning and Zoning	180,783	203,895	223,568	238,666	15,098	252,779	266,280	280,590	295,756	311,852
Elections	17,238	305	36,100	2,000	(34,100)	34,100	2,000	39,100	2,000	35,100
Administration and Finance	592,785	577,153	558,845	588,655	29,810	675,250	705,613	741,296	771,914	808,132
IT - Computer/Software/Maintenance	95,715	139,175	139,399	160,539	21,140	172,743	170,068	187,134	192,362	192,019
BLSCS	57,382	129,120	72,966	73,661	695	76,317	79,085	82,024	85,145	88,463
EDA	59,881	153,112	172,166	183,411	11,245	193,421	203,759	214,718	226,335	238,665
Building Inspection	255,590	229,553	238,921	223,104	(15,817)	229,768	235,979	242,501	249,354	256,564
Engineering	89,521	90,537	110,854	137,914	27,060	145,470	153,081	161,146	169,693	178,761
Streets	556,744	612,279	680,547	765,234	84,687	799,568	890,636	935,136	982,549	1,033,113
Fleet Maintenance	167,523	249,677	216,396	232,182	15,786	242,826	253,849	265,511	277,851	290,921
Parks	585,688	623,760	688,855	692,430	3,575	722,732	801,758	833,365	866,963	902,727
Police	2,241,775	2,333,170	2,693,421	3,104,124	410,703	3,280,766	3,471,428	3,672,696	3,888,159	4,113,087
Fire	324,918	364,614	337,478	348,918	11,440	240,364	250,828	257,783	266,648	274,827
Community - Recreation	103,650	106,192	120,322	121,309	987	122,336	128,353	134,732	141,494	148,672
Transfers out	657,872	820,267	455,611	460,861	5,250	581,611	504,361	585,750	551,750	798,250
TOTAL GENERAL FUND EXPENDITURES	\$ 6,025,245	\$ 6,665,620	\$ 6,778,875	\$ 7,366,689	\$ 587,814	\$ 7,803,777	\$ 8,150,845	\$ 8,667,287	\$ 9,001,823	\$ 9,705,048
NET REVENUE OVER										
(UNDER) EXPENSE	\$ (319,967)	\$ 589,229	\$ 0	\$ 0	\$ 0	\$ (0)	\$ 0	\$ (0)	\$ 0	\$ (0)
Unassigned Fund Balance - Projected	\$ 3,596,606	\$ 4,117,294	\$ 4,117,294	\$ 4,117,294		\$ 4,117,294	\$ 4,117,294	\$ 4,117,294	\$ 4,117,294	\$ 4,117,294
Percentage of Expenditures:										
Unassigned Fund Balance must remain 50%	53.96%	60.74%	55.89%	55.89%		52.76%	50.51%	47.50%	45.74%	42.42%

General Fund Revenues Budget

Revenues

		2024-2025												
Account Number	Description	2022	2022	2023		2024	2025			2026	2027	2028	2029	2030
		Actual	Budget	Actual	Final Budget	Adopted Budget	Adopted Budget	\$ Change	% Change	Concept Budget				
101-010-3125	Land Use Revenue	\$ 29,473	\$ 15,867	\$ 29,844	\$ 25,877	\$ 24,992	\$ 26,000	\$ 1,008	4.03%	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
101-015-3101	RE & PP Taxes-Current	3,613,729	3,645,631	4,156,801	4,130,128	4,600,040	5,134,753	534,713	11.62%	5,614,080	5,886,538	6,312,673	7,013,449	7,629,119
	Less TIF	-	(87,116)	-	(87,987)	(87,566)	(88,442)	(876)	1.00%	(79,326)	(80,119)	(80,921)	(81,730)	(82,547)
101-015-3107	Less Township Repayment	(62,181)	(83,728)	(68,395)	(88,752)	(94,077)	(99,722)	(5,645)	6.00%	(105,705)	(112,047)	(118,770)	(125,896)	(133,450)
101-015-3102	RE & PP Taxes-Delinquent	25,233	25,000	20,071	30,000	25,000	25,000	-		25,000	25,000	25,000	25,000	25,000
101-015-3103	Special Levies/Debt Service	-	-	2	-	-	-	-		-	-	-	-	-
101-015-3104	RE & PP Tax - Abatements	833	(7,050)	5,864	(12,050)	(57,050)	(92,050)	(35,000)	61.35%	(92,050)	(107,050)	(107,050)	(107,050)	(107,050)
101-015-3105	Local Govt Aid	-	-	34,074	-	-	-	-		-	-	-	-	-
101-015-3108	Solar/Wind Production	2,180	1,000	1,957	1,000	2,000	2,000	-		2,000	2,000	2,000	2,000	2,000
101-015-3109	Penalty & Interest - Taxes	5,926	16,217	5,204	26,595	26,861	6,000	(20,861)	-77.66%	6,060	6,121	6,182	6,244	6,306
101-015-3110	Market Value Homestead Credit	294	135	87	135	135	100	(35)	-25.93%	100	100	100	100	100
101-015-3155	Transfer In-Rvenue	506,842	450,000	450,000	450,000	450,000	450,000	-		450,000	450,000	450,000	450,000	450,000
101-015-3160	Inter-Govt Revenue	5,856	1,000	107	1,000	1,000	1,000	-		1,000	1,000	1,000	1,000	1,000
101-015-3161	Clean-up Day / SCORE Grant	12,098	12,000	9,281	12,000	12,000	12,000	-		12,000	12,000	12,000	12,000	12,000
101-015-3180	Franchise Fees - Utilities	454,572	434,762	461,496	447,903	450,303	451,263	960	0.21%	452,223	453,183	454,143		
101-015-3195	Sanitation License	1,050	1,050	900	1,050	1,050	900	(150)	-14.29%	900	900	900	900	900
101-015-3198	Dock Permits	3,500	3,500	3,500	3,500	3,500	3,500	-		3,500	3,500	3,500	3,500	3,500
101-015-3201	Peddler License/Permit	3,150	1,000	4,450	1,000	1,000	1,000	-		1,000	1,000	1,000	1,000	1,000
101-015-3202	Firework Permits	100	100	100	100	100	100	-		100	100	100	100	100
101-015-3205	License Investigation Fee	1,100	-	500	-	-	-	-		-	-	-	-	-
101-015-3210	Massage License	625	375	425	375	375	375	-		375	375	375	375	375
101-015-3211	Liquor License	32,550	30,100	34,300	30,100	30,100	30,100	-		30,100	30,100	30,100	30,100	30,100
101-015-3212	Liquor Violations	1,500	-	750	-	-	-	-		-	-	-	-	-
101-015-3213	Non-Intox/Off-Sale License	250	250	323	250	250	250	-		250	250	250	250	250
101-015-3218	Cigarette License	1,600	1,200	2,100	1,300	1,300	1,300	-		1,300	1,300	1,300	1,300	1,300
101-015-3224	Animal License	-	-	1,950	-	-	-	-		-	-	-	-	-
101-015-3355	Window/Yard Sign Sales	31	-	50	-	-	-	-		-	-	-	-	-
101-015-3375	Miscellaneous Revenue	122	30	90	50	230	200	(30)	-13.04%	230	200	230	200	230
101-015-3376	Insurance Proceeds & Dividends	9,782	1,000	3,020	2,500	2,500	2,500	-		2,500	2,500	2,500	2,500	2,500
101-015-3385	Cash Over/Short	(18)	-	(20)	-	-	-	-		-	-	-	-	-

General Fund Revenues Budget – (continued)

		2024-2025												
Account		2022	2022	2023	2023	2024	2025			2026	2027	2028	2029	2030
Number	Description	Actual	Budget	Actual	Final Budget	Adopted Budget	Adopted Budget	\$ Change	% Change	Concept Budget				
101-015-3411	Copies	11	10	2	10	10	10	-		10	10	10	10	10
101-015-3417	Assessment Searches	3,300	1,000	2,550	1,500	1,500	1,500	-		1,500	1,500	1,500	1,500	1,500
101-015-3513	Other Fines/Fees	-	200	-	200	-	-	-		-	-	-	-	-
101-015-3610	Prop Tx Paid Special Assessmt	5,040	2,000	834	3,000	3,000	1,000	(2,000)	-66.67%	1,000	1,000	1,000	1,000	1,000
101-015-3940	Lease/Rental Income	58,055	66,692	56,075	55,100	30,885	31,503	618	2.00%	32,133	32,775	33,431	34,100	34,782
101-015-3991	Leases Interest Revenue	4,984	-	5,925	-	3,961	4,040	79	2.00%	4,121	4,203	4,288	4,373	4,461
101-015-3995	Unrealized Gain	(652,546)	5,000	309,836	5,000	5,000	5,000	-		5,000	5,000	5,000	5,000	5,000
101-015-3999	Interest Earned	76,112	12,000	135,496	12,000	32,000	59,534	27,534	86.04%	50,000	50,000	50,000	50,000	50,000
101-015-4151	Refunds & Reimbursements	6,788	500	158	500	500	500	-		500	500	500	500	500
101-015-4152	Resitution/Damage Payments	-	-	17,414	-	-	-	-		-	-	-	-	-
101-015-4155	Reimbursements - Wellness Progr	68	200	-	200	200	200	-		200	200	200	200	200
101-015-4156	Credit Card Rebates	3,839	5,000	2,687	5,000	2,500	2,500	-		5,000	5,000	5,000	5,000	5,000
101-020-3160	Intergovernmental	10,000	10,000	10,000	10,000	10,000	10,000	-		10,000	10,000	10,000	10,000	10,000
101-020-3376	Insurance Proceeds & Dividends	-	-	50,905	-	-	-	-		-	-	-	-	-
101-020-4151	Refunds & Reimbursements	162	-	201	-	-	-	-		-	-	-	-	-
101-030-3221	Building Permits	207,074	150,000	186,995	162,777	189,320	219,320	30,000	15.85%	249,365	279,413	309,461	339,509	369,557
101-030-3222	State Surcharge on Bldg Pmts	15,206	13,000	13,864	14,000	15,000	16,000	1,000	6.67%	17,000	18,000	19,000	20,000	21,000
101-030-3229	Seed/Sod Escrow Permit	2,800	4,000	2,800	4,000	4,000	1,500	(2,500)	-62.50%	1,500	1,500	2,500	2,500	2,500
101-030-3241	Building - Plan Review Fee	151,598	90,000	134,036	110,000	140,000	150,000	10,000	7.14%	180,000	210,000	240,000	270,000	300,000
101-030-3242	Building - Other Permits	256,395	110,000	213,405	135,000	150,000	180,000	30,000	20.00%	210,000	240,000	270,000	300,000	330,000
101-030-3250	Rental Inspection Fees - Multi Family	17,788	12,880	18,849	15,000	17,000	17,000	-		17,000	17,000	17,000	17,000	17,000
101-030-3251	Rental License Fees - Single/Duplex	8,000	11,050	550	-	6,000	6,000	-		6,000	6,000	6,000	6,000	6,000
101-030-3375	Miscellaneous Revenue	6,170	1,200	5,040	1,750	1,750	1,750	-		1,750	1,750	1,750	1,750	1,750
101-030-3418	Administrative Charges	225	25	475	25	25	25	-		25	25	25	25	25
101-030-3513	Other Fines/Fees	280	1,000	260	100	100	250	150	150.00%	250	250	250	250	250
101-050-3161	Clean-up Day / SCORE Grant	40,000	50,000	40,000	40,000	40,000	40,000	-		40,000	40,000	40,000	40,000	40,000
101-050-3197	Compost Access Permit	215	100	120	100	100	100	-		100	100	100	100	100
101-050-3220	R-O-W Permit Fees	4,800	1,000	5,250	1,500	1,000	1,500	500	50.00%	1,500	1,500	1,500	1,500	1,500
101-050-3365	Road/Maintenance Aid	139,614	123,494	140,917	132,000	135,000	153,024	18,024	13.35%	135,000	135,000	135,000	135,000	135,000
101-050-3376	Insurance Proceeds & Dividends	-	-	5,056	-	-	-	-		-	-	-	-	-

General Fund Revenues Budget – (continued)

		2024-2025												
Account Number	Description	2022	2022	2023	2023	2024	2025	\$ Change	% Change	2026	2027	2028	2029	2030
		Actual	Budget	Actual	Final Budget	Adopted Budget	Adopted Budget			Concept Budget				
101-050-3412	City Maint. Services	8,809	7,500	2,496	5,000	5,000	5,000	-		5,000	5,000	5,000	5,000	5,000
101-050-3450	Street Light Fees	173,229	169,800	175,706	173,400	175,200	177,000	1,800	1.03%	178,800	180,600	182,400	184,200	186,000
101-050-3910	Sale of Fixed Assets	-	-	100	-	-	-	-		-	-	-	-	-
101-050-3911	Scrap Metal Sales	-	-	599	-	-	-	-		-	-	-	-	-
101-050-4151	Refunds & Reimbursements	2,901	1,500	988	1,500	1,500	1,500	-		1,500	1,500	1,500	1,500	1,500
101-050-4154	Reimbursements - BL Township	-	1,000	-	1,000	1,000	-	(1,000)	-100.00%	-	-	-	-	-
101-052-3413	Fleet Service Maintenance	-	-	5,359	-	800	1,000	200	25.00%	1,000	1,000	1,000	1,000	1,000
101-052-4151	Refunds & Reimbursements	-	-	454	-	-	-	-		-	-	-	-	-
101-055-3160	Inter-Govt Revenue	-	1,200	-	1,200	1,200	-	(1,200)	-100.00%	-	-	-	-	-
101-055-3196	Garden Plot Fees	1,230	1,110	1,230	1,110	1,110	1,200	90	8.11%	1,110	1,110	1,110	1,110	1,110
101-055-3200	Vendor Fees/Licenses	400	100	-	100	100	100	-		100	100	100	100	100
101-055-3225	Park Permits-Seasonal- Resident	12,498	15,000	13,278	15,000	15,000	13,000	(2,000)	-13.33%	13,000	13,000	13,000	13,000	13,000
101-055-3226	Park Permits-Daily	54,517	50,000	61,755	50,000	50,000	50,000	-		46,000	46,000	46,000	46,000	46,000
101-055-3230	Donations from Organizations	-	-	13,500	-	-	-	-		-	-	-	-	-
101-055-3231	Park Permits-Seasonal- Non-Res	9,772	10,000	11,482	10,000	10,000	11,000	1,000	10.00%	11,000	11,000	11,000	11,000	11,000
101-055-3232	Park Event Fee	-	200	-	200	200	200	-		200	200	200	200	200
101-055-3236	Lake Michel Access Key	280	-	180	-	-	-	-		-	-	-	-	-
101-055-3940	Lease/Rental/CAM	1,890	1,200	2,069	1,200	1,500	1,500	-		1,500	1,500	1,500	1,500	1,500
101-055-3991	Leases Interest Revenue	-	-	140	-	-	-	-		-	-	-	-	-
101-055-4151	Refunds & Reimbursements	134	250	1,469	250	250	250	-		250	250	250	250	250
101-056-3232	Special Event Fee	100	-	100	-	-	-	-		-	-	-	-	-
101-056-3233	Donations - Movie In the Park	1,500	3,000	1,500	1,500	1,500	1,500	-		1,500	1,500	1,500	1,500	1,500
101-2039	ECFE- Designed Fund Bal	8,920	10,000	9,546	10,000	3,566	-	(3,566)	-100.00%	-	-	-	-	-
101-075-3117	State Aid - Police	132,718	125,000	133,395	125,000	132,000	135,000	3,000	2.27%	135,000	135,000	135,000	135,000	135,000
101-075-3160	Inter-Govt Revenue-Training/Insurance	27,129	12,000	60,363	12,000	12,000	12,000	-		12,000	12,000	12,000	12,000	12,000
101-075-3230	Donations from Organizations	400	-	-	-	-	-	-		-	-	-	-	-
101-075-3239	K-9 Unit Donations	26,238	-	4,770	3,000	-	-	-		-	-	-	-	-
101-075-3240	K-9 Unit Sales	9,417	-	-	-	-	-	-		-	-	-	-	-
101-075-3375	Miscellaneous Revenue	2,979	2,500	2,260	2,500	2,500	2,500	-		2,500	2,500	2,500	2,500	2,500
101-075-3376	Insurance Proceeds & Dividends	27,125	-	18,208	-	-	-	-		-	-	-	-	-

General Fund Revenues Budget – (continued)

		2024-2025												
Account Number	Description	2022	2022	2023	2023	2024	2025	\$ Change	% Change	2026	2027	2028	2029	2030
		Actual	Budget	Actual	Final Budget	Adopted Budget	Adopted Budget			Concept Budget				
101-075-3411	Copies	-	100	8	100	100	100	-		100	100	100	100	100
101-075-3511	Court Fines	24,587	46,800	32,107	48,800	35,000	37,000	2,000	5.71%	39,000	41,000	43,000	45,000	47,000
101-075-3512	Parking Fines	5,790	6,000	6,100	6,000	6,000	6,000	-		6,000	6,000	6,000	6,000	6,000
101-075-3513	Other Fines/Fees	2,375	7,000	3,630	7,000	6,000	6,000	-		6,000	6,000	6,000	6,000	6,000
101-075-3910	Sale of Fixed Assets	15,000	500	-	500	-	-	-		-	-	-	-	-
101-075-4151	Refunds & Reimbursements	-	-	866	-	-	-	-		-	-	-	-	-
101-075-4152	Resitution/Damage Payments	227	-	2,064	-	-	-	-		-	-	-	-	-
101-075-4200	Other Grant Proceeds	-	1,800	-	1,800	1,800	1,800	-		1,800	1,800	1,800	1,800	1,800
101-075-4209	Other Grants - K-9 Unit	-	-	7,500	-	-	-	-		-	-	-	-	-
101-075-4210	Federal Grant Proceeds	-	1,800	-	1,800	1,800	1,800	-		1,800	1,800	1,800	1,800	1,800
101-075-4211	Towards Zero Deaths Grant	8,033	17,855	10,678	17,855	17,855	17,855	-		18,026	18,208	18,400	18,604	18,821
101-085-3118	State Aid - Fire	130,855	95,000	148,810	110,000	110,000	110,000	-		-	-	-	-	-
101-085-3119	State Aid Fire Relief	-	3,000	3,458	3,000	3,000	3,000	-		-	-	-	-	-
		\$5,705,278	\$5,723,889	\$ 7,254,849	\$ 6,295,651	\$ 6,778,875	\$ 7,366,689	\$ 587,814	8.67%	\$7,803,777	\$8,150,845	\$8,667,287	\$9,001,823	\$9,705,048
		2022	2022	2023	2023	2024	2025			2026	2027	2028	2029	2030
General Fund Expenditures:		\$ 6,025,245	\$ 5,723,889	\$ 6,666,094	\$ 6,295,651	\$ 6,778,875	\$ 7,366,689			\$ 7,803,777	\$ 8,150,845	\$ 8,667,287	\$ 9,001,823	\$ 9,705,048
General Fund Revenues:		5,705,278	5,723,889	7,254,849	6,295,651	6,778,875	7,366,689			7,803,777	8,150,845	8,667,287	9,001,823	9,705,048
Surplus / Deficit:		(319,967)	(0)	588,755	0	0	(0)			(0)	0	(0)	0	(0)
% of increase in Revenue over prior year budget		2022		2023	2024	2025			2026	2027	2028	2029	2030	
		1.92%		9.99%	7.68%	8.67%			5.93%	4.45%	6.34%	3.86%	7.81%	
% of increase in Expenditures over prior year budget		2022		2023	2024	2025			2026	2027	2028	2029	2030	
		1.92%		9.99%	7.68%	8.67%			5.93%	4.45%	6.34%	3.86%	7.81%	

General Fund Expenditures Budget

Expenditures

Account Number	Description	2024-2025												
		2022 Actual	2022 Budget	2023 Actual	2023 Final Budget	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change	2026 Concept Budget	2027 Concept Budget	2028 Concept Budget	2029 Concept Budget	2030 Concept Budget
101-100-05-4002	Wages	\$ 26,850	\$ 27,000	\$ 26,850	\$ 27,000	\$ 27,000	\$ 27,000	\$ -		\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000
101-100-05-4010	F.I.C.A./Medicare (er)	1,955	1,928	1,928	1,928	1,929	1,929	-		1,928	1,928	1,928	1,928	1,928
101-100-05-4021	PFMLA	-	-	-	-	89	112	23	25.84%	122	126	130	134	140
101-100-05-4016	WC Insurance	102	89	91	113	148	100	(48)	-32.43%	105	110	116	122	128
101-100-05-20-4170	Legal	5,663	100	-	100	100	100	-		100	100	100	100	100
101-100-05-20-4180	Other Consultants	-	-	350	-	-	-	-		-	-	-	-	-
101-100-05-25-4200	Printing- Newsletter	743	610	838	710	850	850	-		850	850	850	850	850
101-100-05-25-4210	Operating Supplies	481	600	415	500	500	500	-		500	500	500	500	500
101-100-05-25-4212	Other Operations Expenses	22	500	-	250	250	200	(50)	-20.00%	200	200	200	200	200
101-100-05-25-4215	Uniforms/Clothing	119	150	120	100	100	150	50	50.00%	150	150	150	150	150
101-100-05-25-4220	Advertising	67	300	50	250	100	100	-		100	100	100	100	100
101-100-05-25-4225	Postage	-	50	5	25	10	10	-		10	10	10	10	10
101-100-05-25-4238	Training/Schools	950	1,500	880	1,000	1,000	1,000	-		1,000	1,000	1,000	1,000	1,000
101-100-05-25-4240	Travel/Mileage	-	100	-	100	100	100	-		100	100	100	100	100
101-100-05-25-4243	Meals	383	200	444	150	400	500	100	25.00%	500	500	500	500	500
101-100-05-25-4250	Liability Insurance	621	700	810	700	820	1,000	180	21.95%	1,030	1,061	1,093	1,126	1,159
101-100-05-25-4257	Contractors Hired	(75)	-	-	-	-	-	-		-	-	-	-	-
101-100-05-25-4260	Subscriptions/Dues	30	30	30	30	30	30	-		30	30	30	30	30
101-100-05-25-4413	Equipment/Accessories	269	-	-	-	-	-	-		-	-	-	-	-
101-100-10-05-4002	Wages	117,579	130,495	117,458	139,520	148,287	156,283	7,996	5.39%	165,660	175,600	186,136	197,304	209,142
101-100-10-05-4004	Overtime Wages	290	-	60	-	-	-	-		-	-	-	-	-
101-100-10-05-4008	Insurance Benefits (er)	11,415	12,144	16,284	17,982	23,680	26,320	2,640	11.15%	27,899	29,573	31,348	33,228	35,222
101-100-10-05-4009	HSA Accounts	2,350	2,700	1,932	2,700	2,079	1,853	(226)	-10.87%	1,853	1,853	1,853	1,853	1,853
101-100-10-05-4010	F.I.C.A./Medicare (er)	8,826	9,983	8,685	10,676	11,345	11,957	612	5.39%	12,673	13,433	14,239	15,094	15,999
101-100-10-05-4021	PFMLA	-	-	-	-	520	689	169	32.50%	751	820	895	977	1,088
101-100-10-05-4012	P.E.R.A. (er)	8,652	9,440	8,596	10,119	10,775	11,375	600	5.57%	13,253	14,048	14,891	15,784	16,731
101-100-10-05-4016	W/C Insurance	1,322	709	1,265	1,076	1,077	1,530	453	42.06%	1,622	1,719	1,822	1,932	2,047
101-100-10-20-4140	Audit	334	361	403	365	365	450	85	23.29%	450	450	450	450	450
101-100-10-20-4150	Engineering	1,355	500	2,959	500	2,000	3,000	1,000	50.00%	3,000	3,000	3,000	3,000	3,000
101-100-10-20-4170	Legal	8,999	5,000	30,871	5,000	8,000	8,000	-		8,000	8,000	8,000	8,000	8,000
101-100-10-20-4180	Other Consultants	10,637	5,000	7,523	10,000	5,000	5,000	-		5,000	5,000	5,000	5,000	5,000
101-100-10-25-4200	Printing-Newsletter etc	743	610	838	710	850	850	-		850	850	850	850	850
101-100-10-25-4209	Recording Fees	46	100	-	100	100	100	-		100	100	100	100	100
101-100-10-25-4210	Operating Supplies	530	500	592	500	500	600	100	20.00%	618	637	656	675	696
101-100-10-25-4212	Other Operations Expenses	-	50	-	50	50	50	-		50	50	50	50	50
101-100-10-25-4215	Uniforms/Clothing	48	100	18	100	100	100	-		100	100	100	100	100
101-100-10-25-4220	Advertising	923	1,500	1,692	1,500	1,500	1,700	200	13.33%	1,751	1,804	1,858	1,913	1,971
101-100-10-25-4230	Telephone/Internet	1,360	1,200	1,572	1,800	1,800	1,800	-		1,800	1,800	1,800	1,800	1,800
101-100-10-25-4235	Postage	954	500	608	500	500	625	125	25.00%	625	625	625	625	625

General Fund Expenditures Budget – (continued)

Account Number	Description	2024-2025												
		2022	2022	2023	2023	2024	2025	2024-2025		2026	2027	2028	2029	2030
		Actual	Budget	Final Budget	Final Budget	Adopted Budget	Adopted Budget	\$ Change	% Change	Concept Budget				
101-100-10-25-4238	Training/Schools	1,657	1,000	1,195	1,000	2,000	3,000	1,000	50.00%	3,000	3,000	3,000	3,000	3,000
101-100-10-25-4240	Travel/Mileage	-	250	-	250	250	250	-	-	250	250	250	250	250
101-100-10-25-4243	Meals	319	200	243	200	200	300	100	50.00%	300	300	300	300	300
101-100-10-25-4250	Liability Insurance	622	1,000	810	650	820	1,184	364	44.39%	1,243	1,305	1,371	1,439	1,511
101-100-10-25-4260	Subscriptions/Dues	99	100	146	120	120	150	30	25.00%	150	150	150	150	150
101-100-10-25-4405	Motor Fuel	287	600	86	600	600	350	(250)	-41.67%	600	600	600	600	600
101-100-10-25-4413	Equipment/Accessories	982	50	59	50	50	100	50	100.00%	100	100	100	100	100
101-100-10-25-4430	Vehicle Maintenance	454	1,000	-	1,000	1,000	1,050	50	5.00%	1,082	1,114	1,147	1,182	1,217
101-100-11-10-4007	Wages (Elections)	10,998	21,000	-	-	25,000	-	(25,000)	-100.00%	25,000	-	27,000	-	25,000
101-100-11-10-4210	Operating Supplies	164	1,000	-	-	1,500	-	(1,500)	-100.00%	1,000	-	2,000	-	2,000
101-100-11-10-4212	Other Operations Expense	901	-	-	-	-	-	-	-	-	-	-	-	-
101-100-11-10-4220	Advertising	740	1,000	-	-	1,000	-	(1,000)	-100.00%	1,000	-	1,000	-	1,000
101-100-11-10-4238	Training/School	1,457	1,200	305	2,000	1,500	2,000	500	33.33%	2,000	2,000	2,000	2,000	2,000
101-100-11-10-4240	Travel/Mileage	467	800	-	-	800	-	(800)	-100.00%	800	-	800	-	800
101-100-11-10-4243	Meals	2,361	4,000	-	-	6,000	-	(6,000)	-100.00%	4,000	-	6,000	-	4,000
101-100-11-10-4255	Rent / Lease	150	300	-	-	300	-	(300)	-100.00%	300	-	300	-	300
101-100-11-71-4612	Capital Transfer Out - CIP 199	-	-	2,000	2,000	-	6,000	6,000	100.00%	-	6,000	-	6,000	-
101-100-15-05-4002	Wages	282,499	277,351	271,292	267,203	239,087	243,637	4,550	1.90%	313,254	332,048	351,970	373,088	395,472
101-100-15-05-4001	Advance Resignation Pay	-	-	-	-	7,500	3,000	(4,500)	-60.00%	3,000	3,000	3,000	3,000	3,000
101-100-15-05-4004	Overtime Wages	11	-	-	-	-	-	-	-	-	-	-	-	-
101-100-15-05-4008	Insurance Benefits (er)	43,530	51,976	41,771	41,834	34,892	34,650	(242)	-0.69%	36,729	38,933	41,269	43,745	46,370
101-100-15-05-4009	HSA Accounts	2,150	1,500	2,379	1,995	1,545	3,320	1,775	114.89%	3,320	3,320	3,320	3,320	3,320
101-100-15-05-4010	F.I.C.A./Medicare (er)	20,318	21,218	19,699	20,444	19,004	19,009	5	0.03%	23,964	25,402	26,926	28,541	30,254
101-100-15-05-4021	PFMLA	-	-	-	-	864	1,088	224	25.93%	1,433	1,564	1,707	1,862	2,072
101-100-15-05-4012	P.E.R.A. (er)	26,277	20,802	20,161	20,045	18,067	18,409	342	1.89%	25,060	26,564	28,158	29,847	31,638
101-100-15-05-4016	W/C Insurance	3,955	3,684	4,101	4,952	5,200	5,461	261	5.02%	5,625	5,794	5,967	6,146	6,331
101-100-15-05-4019	Wellness Plan	2,312	2,000	4,859	2,000	2,000	7,000	5,000	250.00%	7,000	7,000	7,000	7,000	7,000
101-100-15-20-4140	Audit	3,340	5,605	4,029	5,773	5,773	6,000	227	3.93%	6,000	6,000	6,000	6,000	6,000
101-100-15-20-4170	Legal - RATES INCREASE 2022	34,165	15,000	29,347	18,000	20,000	30,000	10,000	50.00%	30,000	30,000	30,000	30,000	30,000
101-100-15-20-4175	Assessing	26,725	29,122	26,859	29,000	27,810	28,644	834	3.00%	29,503	30,388	31,300	32,239	33,206
101-100-15-20-4180	Other Consultants	3,699	5,000	2,968	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
101-100-15-25-4110	Bank Charges	10,843	12,300	12,944	12,000	12,000	13,000	1,000	8.33%	13,390	13,792	14,205	14,632	15,071
101-100-15-25-4120	Real Estate Tax	3,146	3,569	2,530	-	2,700	-	(2,700)	-100.00%	-	-	-	-	-
101-100-15-25-4200	Printing-Newsletter etc	743	611	838	710	850	850	-	-	850	850	850	850	850
101-100-15-25-4208	Copies	12,283	14,000	1,212	14,000	15,620	17,000	1,380	8.83%	17,510	18,035	18,576	19,134	19,708
101-100-15-25-4209	Recording Fees/Settlement chgs	-	-	46	-	-	-	-	-	-	-	-	-	-
101-100-15-25-4210	Operating Supplies	8,052	9,000	6,975	8,500	8,500	8,500	-	-	8,500	8,500	8,500	8,500	8,500
101-100-15-25-4212	Other Operations Expenses	2,320	2,460	3,794	2,400	2,400	2,400	-	-	2,400	2,400	2,400	2,400	2,400

General Fund Expenditures Budget – (continued)

		2024-2025												
Account Number	Description	2022	2022	2023	2023	2024	2025	2024-2025		2026	2027	2028	2029	2030
		Actual	Budget	Final Budget	Final Budget	Adopted Budget	Adopted Budget	\$ Change	% Change	Concept Budget				
101-100-15-25-4213	Safety Training/Expenses	3,029	5,000	2,070	5,000	5,000	5,000	-		5,000	5,000	5,000	5,000	5,000
101-100-15-25-4215	Uniforms/Clothing	614	100	804	1,000	600	1,000	400	66.67%	1,000	1,000	1,000	1,000	1,000
101-100-15-25-4217	Cleaning Services	12,400	13,750	13,425	13,750	13,600	14,940	1,340	9.85%	15,089	15,240	15,393	15,547	15,702
101-100-15-25-4220	Advertising	1,196	1,000	413	2,000	2,000	1,200	(800)	-40.00%	1,200	1,200	1,200	1,200	1,200
101-100-15-25-4225	Sanitation/Garbage Removal	4,224	3,600	4,790	4,212	4,800	5,280	480	10.00%	5,333	5,386	5,440	5,494	5,549
101-100-15-25-4230	Telephone/Internet	12,852	12,144	15,550	12,360	14,880	-	(14,880)	-100.00%	-	-	-	-	-
101-100-15-25-4230	Telephone/Internet - Ring Central	-	-	-	-	-	8,820	8,820	100.00%	8,820	8,820	8,820	8,820	8,820
101-100-15-25-4230	Telephone/Internet - Charter Fiber	-	-	-	-	-	9,300	9,300	100.00%	9,300	9,300	9,300	9,300	9,300
101-100-15-25-4230	Telephone/Internet - Charter Reader Board	-	-	-	-	-	924	924	100.00%	924	924	924	924	924
101-100-15-25-4230	Telephone/Internet - Charter Internet	-	-	-	-	-	1,200	1,200	100.00%	1,200	1,200	1,200	1,200	1,200
101-100-15-25-4230	Telephone/Internet - Employee Cell Phones	-	-	-	-	-	2,400	2,400	100.00%	2,400	2,400	2,400	2,400	2,400
101-100-15-25-4230	Telephone/Internet - Windstream	-	-	-	-	-	600	600	100.00%	600	600	600	600	600
101-100-15-25-4235	Postage Machine Lease	3,147	3,332	1,880	3,200	3,200	1,600	(1,600)	-50.00%	1,600	1,600	1,600	1,600	1,600
101-100-15-25-4235	Postage	-	-	-	-	-	692	692	100.00%	692	692	692	692	692
101-100-15-25-4238	Training/Schools	3,913	10,000	6,037	10,000	10,000	10,000	-		10,000	10,000	10,000	10,000	10,000
101-100-15-25-4238	Training/Schools - GFOA NATIONAL	-	-	-	-	-	3,000	3,000	100.00%	-	-	3,500	-	-
101-100-15-25-4240	Travel/Mileage	725	2,000	518	2,000	2,000	1,200	(800)	-40.00%	1,200	1,200	1,200	1,200	1,200
101-100-15-25-4243	Meals	196	1,000	298	1,000	1,000	1,000	-		1,000	1,000	1,000	1,000	1,000
101-100-15-25-4245	Printing	266	-	-	-	-	-	-		-	-	-	-	-
101-100-15-25-4250	Liability Insurance	7,843	7,300	9,758	7,600	9,850	10,933	1,083	11.00%	11,043	11,153	11,265	11,377	11,491
101-100-15-25-4255	Rent / Lease	-	-	86	-	-	-	-		-	-	-	-	-
101-100-15-25-4257	Contractors Hired	-	-	495	-	-	-	-		-	-	-	-	-
101-100-15-25-4260	Subscriptions/Dues	14,378	15,000	3,134	15,000	140	-	(140)	-100.00%	-	-	-	-	-
101-100-15-25-4260	Subscriptions/Dues - LMC Dues	-	-	12,252	-	13,000	13,761	761	5.85%	14,587	15,462	16,389	17,373	18,415
101-100-15-25-4260	Subscriptions/Dues - Compost Peer Group CA	-	-	-	-	1,600	1,600	-		1,600	1,600	1,600	1,600	1,600
101-100-15-25-4260	Subscriptions/Dues - Leadership Group CA	-	-	-	-	600	-	(600)	-100.00%	-	-	-	-	-
101-100-15-25-4260	Subscriptions/Dues - MNGFOA	-	-	-	-	70	70	-		70	70	70	70	70
101-100-15-25-4260	Subscriptions/Dues - MCFOA	-	-	-	-	150	150	-		150	150	150	150	150
101-100-15-25-4260	Subscriptions/Dues - GFOA	-	-	-	-	190	190	-		190	190	190	190	190
101-100-15-25-4260	Subscriptions/Dues - Amazon Prime	-	-	-	-	500	500	-		500	500	500	500	500
101-100-15-25-4260	Subscriptions/Dues - MNCPA	-	-	-	-	365	365	365	100.00%	365	365	365	365	365
101-100-15-25-4260	Subscriptions/Dues - CMSHRM	-	-	-	-	150	150	150	100.00%	150	150	150	150	150
101-100-15-25-4260	Subscriptions/Dues - SHRM	-	-	-	-	275	275	275	100.00%	275	275	275	275	275
101-100-15-25-4260	Subscriptions/Dues - MAMA - City Admin Group	-	-	-	-	100	100	100	100.00%	100	100	100	100	100
101-100-15-25-4300	Awards - Employee Los	40	100	43	100	100	100	-		100	100	100	100	100
101-100-15-25-4413	Equipment/Accessories	4,934	1,000	4,049	1,000	3,000	2,000	(1,000)	-33.33%	2,000	2,000	2,000	2,000	2,000
101-100-15-25-4430	Vehicle Maintenance	19	500	20	500	-	-	-		-	-	-	-	-
101-100-15-25-4540	Repair/Maintenance Buildings	5,448	9,000	12,649	9,000	8,000	8,000	-		8,240	8,487	8,742	9,004	9,274
101-100-15-25-4545	Repair/Maintenance Equipment	272	1,000	3,852	1,000	1,000	1,000	-		1,030	1,061	1,093	1,126	1,159
101-100-15-25-4570	Electricity	17,675	16,346	18,078	17,981	19,800	20,000	200	1.01%	22,000	24,200	26,620	29,282	32,210
101-100-15-25-4580	Natural Gas	7,294	6,000	6,391	6,180	7,513	7,000	(513)	-6.83%	7,210	7,426	7,649	7,879	8,115
101-100-15-25-4582	Solar Credit	(819)	(100)	(1,579)	(100)	(500)	(1,000)	(500)	100.00%	(1,010)	(1,020)	(1,030)	(1,041)	(1,051)
101-100-15-25-4590	Water/Sewer Utilities	6,771	6,562	6,336	7,218	7,940	8,337	397	5.00%	8,754	9,192	9,651	10,134	10,640
101-100-15-85-4612	Transfers Out - Debt Service	7,831	7,831	-	-	-	-	-		-	-	-	-	-
101-100-15-71-4612	Transfers Out - CIP- 196 - Street Maintenance/projects	477,009	200,000	620,000	270,000	270,000	270,000	-		400,000	400,000	500,000	400,000	700,000
101-100-15-71-4612	Transfers Out - to Fund 141 for IFL to Sewer	25,000	25,000	25,000	25,000	25,000	25,000	-		25,000	25,000	25,000	25,000	25,000
101-100-15-85-4603	Debt Service - Principal Leases	-	-	14,384	-	-	-	-		-	-	-	-	-
101-100-15-85-4610	Debt Service - Interest Leases	-	-	1,060	-	-	-	-		-	-	-	-	-
101-100-20-05-4002	Wages **	4,463	4,167	4,337	4,329	4,560	4,814	254	5.57%	5,103	5,409	5,734	6,078	6,442
101-100-20-05-4008	Insurance **	265	422	194	180	202	219	17	8.42%	232	246	261	276	293
101-100-20-05-4009	HSA **	21	-	30	30	30	30	-		30	30	30	30	30
101-100-20-05-4010	F.I.C.A./Medicare (er) **	336	320	330	335	349	370	21	6.00%	392	416	441	467	495
101-100-20-05-4021	PFMLA	-	-	-	-	16	22	6	38.64%	23	25	28	30	33
101-100-20-05-4012	P.E.R.A. (er) **	304	313	319	328	342	361	19	5.57%	385	410	436	464	495
101-100-20-05-4013	P.E.R.A. - Police/Fire (er) **	-	1	-	1	-	-	-		-	-	-	-	-

General Fund Expenditures Budget – (continued)

		2024-2025												
Account Number	Description	2022	2022	2023	2023	2024	2025	2024-2025		2026	2027	2028	2029	2030
		Actual	Budget	Final Budget	Final Budget	Adopted Budget	Adopted Budget	\$ Change	% Change	Concept Budget				
101-100-20-20-4170	Legal	-	-	-	-	-	-	-	-	-	-	-	-	-
101-100-20-25-4120	Real Estate Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-
101-100-20-25-4210	Operating Supplies	211	1,000	-	1,000	1,000	1,000	-	-	1,030	1,061	1,093	1,126	1,159
101-100-20-25-4212	Other Operating Costs	-	500	-	250	250	250	-	-	258	265	273	281	290
101-100-20-25-4217	Cleaning Services	12,155	13,165	12,365	13,000	13,000	12,400	(600)	-4.62%	12,524	12,649	12,776	12,903	13,033
101-100-20-25-4225	Sanitation /Garbage	2,419	2,100	2,773	2,400	2,880	2,880	-	-	2,880	2,880	2,880	2,880	2,880
101-100-20-25-4230	Telephone - WHS ALARM CELL PHONE	-	-	-	-	-	504	504	100.00%	554	554	554	554	554
101-100-20-25-4250	Liability Insurance	6,113	5,826	10,835	5,749	8,350	9,237	887	10.63%	9,699	10,184	10,693	11,228	11,789
101-100-20-25-4257	Contractor Hired	-	500	-	-	-	-	-	-	-	-	-	-	-
101-100-20-25-4370	Grounds Maintenance - HIRED	-	1,500	21	500	500	500	-	-	500	500	500	500	500
101-100-20-25-4375	Snow Removal - PW/Hired	-	500	-	500	500	500	-	-	500	500	500	500	500
101-100-20-25-4413	Equipment/Accessories	-	-	4,159	-	-	-	-	-	-	-	-	-	-
101-100-20-25-4414	Equipment/Accessories - Library	485	3,000	870	3,000	3,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000
101-100-20-25-4540	Repair/Maintenance Buildings	7,364	12,000	19,295	12,000	12,000	12,000	-	-	12,000	12,000	12,000	12,000	12,000
101-100-20-25-4545	Repair/Maintenance Equipment	119	1,000	-	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
101-100-20-25-4570	Electricity	11,250	12,495	10,558	13,745	13,500	13,500	-	-	14,580	15,746	17,006	18,367	19,836
101-100-20-25-4580	Natural Gas	7,076	5,000	5,887	5,100	7,131	6,500	(631)	-8.85%	6,825	7,166	7,525	7,901	8,296
101-100-20-25-4590	Water/Sewer Utilities	4,801	3,600	6,242	3,960	4,356	4,574	218	5.00%	4,802	5,043	5,295	5,559	5,837
101-100-20-70-4316	Capital Purchase/Improvement	-	-	50,905	-	-	-	-	-	-	-	-	-	-
101-100-25-05-4002	Wages	38,561	74,235	103,130	109,094	113,042	119,170	6,128	5.42%	126,320	133,899	141,933	150,449	159,476
101-100-25-05-4004	Overtime Wages	290	300	60	300	300	300	-	-	318	337	357	379	401
101-100-25-05-4008	Insurance Benefits (er)	3,701	5,747	14,290	14,945	17,009	18,909	1,900	11.17%	20,044	21,246	22,521	23,872	25,305
101-100-25-05-4009	HSA Accounts	469	1,050	212	300	300	1,001	701	233.67%	1,001	1,001	1,001	1,001	1,001
101-100-25-05-4010	F.I.C.A./Medicare (er)	2,925	5,679	7,637	8,348	8,649	9,118	469	5.42%	9,663	10,243	10,858	11,509	12,200
101-100-25-05-4021	PFMLA	-	-	-	-	396	525	129	32.58%	572	625	682	745	829
101-100-25-05-4012	P.E.R.A. (er)	2,724	5,307	7,554	7,923	8,218	8,678	460	5.60%	9,474	10,042	10,645	11,284	11,961
101-100-25-05-4016	W/C Insurance	3,258	2,138	2,603	3,759	3,947	3,947	-	-	4,184	4,435	4,701	4,983	5,282
101-100-25-20-4140	Audit	668	721	806	721	721	810	89	12.34%	810	810	810	810	810
101-100-25-20-4170	Legal	-	3,000	1,756	3,000	2,500	2,500	-	-	2,500	2,500	2,500	2,500	2,500
101-100-25-20-4180	Other Consultants	-	500	-	500	500	500	-	-	500	500	500	500	500
101-100-25-25-4200	Printing - Newsletter etc	743	610	838	710	850	850	-	-	850	850	850	850	850
101-100-25-25-4201	Annexation	178	250	268	250	250	300	50	20.00%	300	300	300	300	300
101-100-25-25-4209	Recording Fees/Settlement	-	100	-	100	100	100	-	-	100	100	100	100	100
101-100-25-25-4210	Operating Supplies	1,037	750	779	750	750	750	-	-	773	796	820	844	869
101-100-25-25-4212	Other Operations Expense	-	200	40	200	200	200	-	-	200	200	200	200	200
101-100-25-25-4215	Uniforms/Clothing	24	100	-	100	100	100	-	-	100	100	100	100	100
101-100-25-25-4220	Advertising	315	200	126	200	200	200	-	-	200	200	200	200	200
101-100-25-25-4230	Telephone/Internet	676	600	517	600	1,104	504	(600)	-54.35%	504	504	504	504	504
101-100-25-25-4235	Postage	30	100	6	100	100	50	(50)	-50.00%	50	50	50	50	50
101-100-25-25-4238	Training/Schools	1,751	2,000	2,463	2,000	2,000	1,950	(50)	-2.50%	1,950	1,950	1,950	1,950	1,950
101-100-25-25-4238	Training/Schools - Ehlers	-	-	-	-	-	350	350	100.00%	350	350	350	350	350
101-100-25-25-4238	Training/Schools - LMC Conf	-	-	-	-	-	350	350	100.00%	350	350	350	350	350
101-100-25-25-4238	Training/Schools - EDA/Brownsfield Conf	-	-	-	-	-	350	350	100.00%	350	350	350	350	350
101-100-25-25-4240	Travel/Mileage	-	100	578	100	200	600	400	200.00%	600	600	600	600	600
101-100-25-25-4243	Meals	209	300	415	300	300	500	200	66.67%	500	500	500	500	500
101-100-25-25-4250	Liability Insurance	622	600	810	630	815	1,184	369	45.28%	1,243	1,305	1,371	1,439	1,511
101-100-25-25-4260	Subscriptions/Dues	1,150	1,000	-	1,295	-	-	-	-	-	-	-	-	-
101-100-25-25-4260	Subscriptions/Dues - EDAM	-	-	320	-	320	320	-	-	320	320	320	320	320
101-100-25-25-4260	Subscriptions/Dues - MN Marketing Partners	-	-	-	-	700	700	-	-	700	700	700	700	700
101-100-25-25-4260	Subscriptions/Dues - MN Car	-	-	325	-	325	325	-	-	325	325	325	325	325
101-100-25-25-4260	Subscriptions/Dues - Notary	-	-	120	-	120	120	-	-	120	120	120	120	120
101-100-25-25-4300	Awards - Employee LOS	-	50	-	50	50	50	-	-	50	50	50	50	50
101-100-25-25-4413	Equipment/Accessories	-	1,000	40	100	100	100	-	-	100	100	100	100	100
101-100-25-26-4222	Marketing - Communications	519	6,000	7,419	6,000	6,000	6,000	-	-	6,000	6,000	6,000	6,000	6,000
101-100-25-26-4224	Marketing - Event-MNCAR	31	2,000	-	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000

General Fund Expenditures Budget – (continued)

		2024-2025												
Account Number	Description	2022	2022	2023	2023	2024	2025			2026	2027	2028	2029	2030
		Actual	Budget	Final Budget	Final Budget	Adopted Budget	Adopted Budget	\$ Change	% Change	Concept Budget				
101-100-30-05-4002	Wages	161,314	140,747	160,780	150,241	155,686	56,660	(99,026)	-63.61%	60,060	63,663	67,483	71,532	75,824
101-100-30-05-4004	Overtime Wages	2,029	500	417	500	500	-	(500)	-100.00%	500	500	500	500	500
101-100-30-05-4008	Insurance Benefits (er)	22,859	26,379	11,994	12,404	14,289	13,747	(542)	-3.79%	14,572	15,446	16,373	17,355	18,397
101-100-30-05-4009	HSA Accounts	1,150	1,200	1,112	1,200	1,200	1,151	(49)	-4.08%	1,151	1,151	1,151	1,151	1,151
101-100-30-05-4010	F.I.C.A./Medicare (er)	11,829	10,768	12,067	11,497	11,911	4,336	(7,575)	-63.60%	4,595	4,870	5,162	5,472	5,801
101-100-30-05-4021	PFMLA	-	-	-	-	546	251	(295)	-54.03%	272	297	324	354	394
101-100-30-05-4012	P.E.R.A. (er)	10,896	10,556	4,234	11,270	4,029	4,251	222	5.51%	4,805	5,093	5,399	5,723	6,066
101-100-30-05-4016	W/C Insurance	928	390	605	1,075	1,129	636	(493)	-43.67%	674	715	757	803	851
101-100-30-20-4140	Audit	668	721	806	721	721	810	89	12.34%	810	810	810	810	810
101-100-30-20-4170	Legal	116	100	-	100	100	50	(50)	-50.00%	50	50	50	50	50
101-100-30-25-4200	Printing - Newsletter	743	610	838	710	850	850	-	-	850	850	850	850	850
101-100-30-25-4210	Operating Supplies	1,978	1,200	906	1,500	2,000	1,000	(1,000)	-50.00%	1,030	1,061	1,093	1,126	1,159
101-100-30-25-4212	Other Operations Expenses	-	500	-	200	100	100	-	-	100	100	100	100	100
101-100-30-25-4215	Uniforms/Clothing	-	100	-	100	100	100	-	-	100	100	100	100	100
101-100-30-25-4230	Telephone/Internet	1,120	1,000	1,973	1,000	1,560	1,032	(528)	-33.85%	1,000	1,000	1,000	1,000	1,000
101-100-30-25-4235	Postage	60	500	113	250	100	100	-	-	103	106	109	113	116
101-100-30-25-4238	Training/Schools	1,356	1,000	1,842	2,000	2,000	1,000	(1,000)	-50.00%	1,000	1,000	1,000	1,000	1,000
101-100-30-25-4240	Travel/Mileage	310	300	-	300	300	100	(200)	-66.67%	100	100	100	100	100
101-100-30-25-4243	Meals	78	50	-	50	50	50	-	-	50	50	50	50	50
101-100-30-25-4250	Liability Insurance	724	800	881	800	900	1,180	280	31.11%	1,239	1,301	1,366	1,434	1,506
101-100-30-25-4257	Contractors Hired	20,024	25,000	15,167	25,400	25,000	119,000	94,000	376.00%	119,000	119,000	119,000	119,000	119,000
101-100-30-25-4260	Subscriptions/Dues	210	500	145	500	500	150	(350)	-70.00%	150	150	150	150	150
101-100-30-25-4405	Motor Fuel	1,233	1,000	1,298	1,000	1,250	250	(1,000)	-80.00%	258	265	273	281	290
101-100-30-25-4412	State SurCharge Bldg.Permit	13,261	12,000	14,163	13,000	13,000	16,000	3,000	23.08%	17,000	18,000	19,000	20,000	21,000
101-100-30-25-4413	Equipment/Accessories	-	1,000	33	100	100	100	-	-	100	100	100	100	100
101-100-30-25-4430	Vehicle Maintenance	2,704	1,500	179	1,500	1,000	200	(800)	-80.00%	200	200	200	200	200
101-105-15-20-4129	Computer Consultant	34,000	36,000	34,000	36,000	36,720	37,454	734	2.00%	38,203	38,968	39,747	40,542	41,353
101-105-10-25-4135	Software-code codification services	-	-	9,957	15,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
101-105-15-25-4130	Computers/Software -Wire Access Points (3 yr)	-	-	-	-	-	2,000	2,000	100.00%	-	-	2,000	-	-
101-105-15-25-4130	Computers/key boards	1,977	-	-	-	-	-	-	-	-	-	-	-	-
101-105-15-25-4130	Software - VEEAM	387	250	-	250	250	450	200	80.00%	450	450	450	450	450
101-105-15-25-4130	Software - Spam Filter (Marco)	288	288	288	288	288	288	-	-	288	288	288	288	288
101-105-15-25-4130	Software - Cisco Firewall Support (Marco)	-	250	-	250	250	250	-	-	250	250	250	250	250
101-105-15-25-4130	Software - Cloud Controller (Marco)	1,687	-	-	-	-	-	-	-	-	-	-	-	-
101-105-15-25-4130	Software -Threat Defense (Marco)	-	-	433	-	433	-	(433)	-100.00%	-	-	488	-	-
101-105-15-25-4130	Software - DigiCert - email certificate 3 years	-	-	-	-	-	2,500	2,500	100.00%	-	-	2,500	-	-
101-105-15-25-4130	Software - DROP BOX	120	-	-	120	120	120	-	-	120	120	120	120	120
101-105-15-25-4130	Software - ZOOM	-	-	-	161	161	161	-	-	161	161	161	161	161
101-105-15-25-4130	Software - ADOBE	213	-	1,310	-	1,440	1,560	120	8.33%	1,560	1,560	1,560	1,560	1,560
101-105-15-25-4130	Software - MFA - (Marco)	-	-	88	-	-	396	396	100.00%	396	396	396	396	396
101-105-15-25-4130	Software - NETWORK SOLUTION - DOMAIN- 5 Y	185	-	-	-	-	-	-	-	-	185	185	185	185
101-105-15-25-4130	Software - Laserfiche - Cities Digital	775	800	8,175	7,200	7,200	8,215	1,015	14.10%	8,215	8,215	8,215	8,215	8,215
101-105-15-25-4130	Software - Civicsystem	11,668	13,000	12,269	13,000	13,000	15,000	2,000	15.38%	13,000	13,000	13,000	13,000	13,000
101-105-15-25-4130	Software - Backup	-	6,000	-	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
101-105-15-25-4130	Software - Thawte SSI Web Service - DigiCert 3 yr	-	700	-	-	700	-	(700)	-100.00%	700	-	700	-	700
101-105-15-25-4130	Software - Bidefender 19.80/80 new 2020 out of 194	-	-	5,292	3,200	-	-	-	-	7,500	-	-	8,500	-
101-105-15-25-4130	Software - Liftoff	-	7,000	-	-	-	-	-	-	-	-	-	-	-
101-105-15-25-4130	Software - Transcription software	244	-	-	-	-	-	-	-	-	-	-	-	-
101-105-15-25-4130	Software - Survey Monkey - HR	-	-	-	-	-	468	468	100.00%	468	468	468	468	468
101-105-50-25-4130	Software-800 MHZ RADIOS	-	-	-	-	-	560	560	100.00%	560	560	560	560	560
101-105-52-25-4130	Software - Fleet/Equipment maint	1,440	1,500	1,440	1,500	1,500	1,500	-	-	1,500	1,500	1,500	1,500	1,500
101-105-55-25-4130	Software - CloudEase Parking	750	500	750	750	750	750	-	-	750	750	750	750	750
101-105-30-25-4130	Computers/Software - Permit Works	-	-	3,085	3,100	3,100	-	(3,100)	-100.00%	-	-	-	-	-
101-105-40-25-4130	Software - Auto Cad	-	1,700	-	1,700	1,700	1,500	(200)	-11.76%	1,700	1,700	1,700	1,700	1,700
101-105-55-25-4130	Software-wiFe wireless router	-	1,000	-	-	1,000	-	(1,000)	-100.00%	1,000	-	1,000	-	1,000

General Fund Expenditures Budget – (continued)

		2024-2025												
Account Number	Description	2022	2022	2023	2023	2024	2025	2024-2025		2026	2027	2028	2029	2030
		Actual	Budget	Final Budget	Final Budget	Adopted Budget	Adopted Budget	\$ Change	% Change	Concept Budget				
101-105-55-25-4130	Software - Ring Protect - Lakeside Park	-	-	-	200	200	200	-	-	200	200	200	200	200
101-105-56-25-4130	Computer - Camera	-	-	57	-	-	-	-	-	-	-	-	-	-
101-105-56-25-4130	Software - Canva software	-	-	120	200	200	200	-	-	200	200	200	200	200
101-105-56-25-4130	Software - QR software	192	-	-	-	-	200	200	100.00%	200	200	200	200	200
101-105-75-25-4130	Computer - Police Computer Supplies	1,003	-	65	-	-	-	-	-	-	-	-	-	-
101-105-75-25-4130	Software - Liftoff	3,680	4,000	4,692	4,000	4,715	5,000	285	6.04%	5,000	5,000	5,000	5,000	5,000
101-105-75-25-4130	Software - ScheduleAnywhere	499	-	756	500	756	-	(756)	-100.00%	-	-	-	-	-
101-105-75-25-4130	Software - WRIKE Investigator	2,811	-	-	-	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
101-105-75-25-4130	Software - Safe Cloud CAL License (Tracker)	1,336	-	1,403	1,336	1,450	2,000	550	37.93%	2,000	2,000	2,000	2,000	2,000
101-105-75-25-4130	Software - Certified Crime Fighter	-	-	1,176	-	1,568	1,666	98	6.25%	1,666	1,666	1,666	1,666	1,666
101-105-75-25-4130	Software - Guardian Tracker	-	-	-	-	1,200	3,200	2,000	166.67%	3,200	3,200	3,200	3,200	3,200
101-105-75-25-4130	Software - DATAPILOT - Investigators	-	-	1,095	-	1,095	1,095	-	-	1,095	1,095	1,095	1,095	1,095
101-105-75-25-4130	Software - BCA	-	-	600	-	600	600	-	-	600	600	600	600	600
101-105-75-25-4130	Software-800 MHZ Radios	-	-	2,320	-	2,320	2,720	400	17.24%	2,720	2,720	2,720	2,720	2,720
101-105-75-25-4130	Software - Netmotion	-	-	1,211	-	1,211	1,211	-	-	1,211	1,211	1,211	1,211	1,211
101-105-75-25-4130	Software - ProPhoenix	-	-	5,200	-	6,000	12,000	6,000	100.00%	12,000	12,000	12,000	15,000	15,000
101-105-75-25-4130	Software - First Two - Investigation	-	-	-	-	-	2,400	2,400	100.00%	2,400	2,400	2,400	2,400	2,400
101-105-75-25-4130	Software -Pace Schedule	-	-	-	-	-	2,000	2,000	100.00%	2,000	2,000	2,000	2,000	2,000
101-105-75-25-4130	Software - ADOBE	-	-	69	-	500	500	-	-	500	500	500	500	500
101-105-75-25-4130	Software - ARLO/RING	-	-	260	-	500	500	-	-	500	500	500	500	500
101-105-75-25-4130	Software - NETCLOUD ESSENTIAL - CRADLEPOINT	-	-	4,283	-	-	-	-	-	-	-	5,000	-	-
101-105-75-25-4130	Software - ZknowU - Language software	-	-	422	-	422	750	328	77.73%	750	750	750	750	750
101-105-75-25-4130	Software -Windscribe	-	-	1,000	-	1,000	1,200	200	20.00%	1,200	1,200	1,200	1,200	1,200
101-105-75-25-4130	Software - Traffic Suite	-	-	-	-	-	1,500	1,500	100.00%	1,500	1,500	1,500	1,500	1,500
101-105-15-25-4131	Security Assess Card System	-	1,400	1,994	1,400	2,500	2,575	75	3.00%	2,652	2,732	2,814	2,898	2,985
101-105-15-25-4131	Security - Ring Storage	-	2,250	-	-	-	-	-	-	-	-	-	-	-
101-105-75-25-4132	Electronic Data-Axon - includes Auto transcribe	23,747	23,746	23,747	23,800	25,000	25,000	-	-	33,000	38,000	42,000	46,000	51,000
101-105-75-25-4132	Electronic Data-CJDN CONNECT (SHERBURNE CT)	900	-	720	720	800	800	-	-	800	800	800	800	800
101-105-15-25-4134	Website	4,616	4,800	6,938	4,800	6,950	7,550	600	8.63%	7,928	8,324	8,740	9,177	9,636
101-105-15-25-4134	Website - WEATHER ALERTS	2,704	2,625	2,785	2,750	2,800	3,500	700	25.00%	3,600	3,700	3,800	3,900	4,000
101-105-15-25-4413	Equipment	493	1,000	1,175	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
101-105-75-25-4413	Equipment	667	-	-	-	-	-	-	-	-	-	-	-	-
101-105-05-71-4612	Capital Transfers to Fund 194 - Computer Fund	-	-	-	-	9,000	-	(9,000)	-100.00%	-	-	-	-	9,000
101-105-15-71-4612	Capital Transfers to Fund 194 - Computer Fund	10,000	10,000	10,000	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
101-200-40-05-4002	Wages	56,309	60,532	58,422	63,943	67,677	85,651	17,974	26.56%	90,790	96,237	102,012	108,132	114,620
101-200-40-05-4002	Sick & Safe Time Leave - PT	-	-	-	-	232	-	(232)	-100.00%	-	-	-	-	-
101-200-40-05-4004	Overtime Wages	323	500	825	500	300	300	-	-	318	337	357	379	401
101-200-40-05-4008	Insurance Benefits (er)	8,412	8,796	8,915	9,045	10,531	16,960	6,429	61.05%	17,978	19,056	20,200	21,412	22,696
101-200-40-05-4009	HSA Accounts	250	300	213	300	300	1,126	826	275.33%	1,126	1,126	1,126	1,126	1,126
101-200-40-05-4010	F.I.C.A./Medicare (er)	3,975	4,631	4,095	4,893	5,197	6,555	1,358	26.14%	6,945	7,362	7,804	8,272	8,768
101-200-40-05-4021	PFMLA	-	-	-	-	239	379	140	58.52%	411	449	490	535	596
101-200-40-05-4012	P.E.R.A. (er)	4,072	4,159	4,165	4,382	4,558	6,425	1,867	40.96%	7,263	7,699	8,161	8,651	9,170
101-200-40-05-4016	W/C Insurance	1,322	709	1,265	1,076	1,130	1,188	58	5.13%	1,247	1,310	1,375	1,444	1,516
101-200-40-20-4140	Audit	334	361	403	361	361	450	89	24.65%	450	450	450	450	450
101-200-40-20-4150	Engineering	6,278	10,000	5,395	10,000	10,000	7,500	(2,500)	-25.00%	7,500	7,500	7,500	7,500	7,500
101-200-40-20-4160	Testing	1,139	-	-	-	-	-	-	-	-	-	-	-	-
101-200-40-20-4170	Legal	1,165	-	16	500	500	500	-	-	500	500	500	500	500
101-200-40-25-4200	Printing-Newsletter etc	743	610	838	710	850	850	-	-	850	850	850	850	850
101-200-40-25-4210	Operating Supplies	1,027	1,000	548	1,000	1,000	1,000	-	-	1,030	1,061	1,093	1,126	1,159
101-200-40-25-4212	Other Operations Expenses	23	500	16	250	250	250	-	-	250	250	250	250	250
101-200-40-25-4215	Uniforms/Clothing	24	50	37	50	50	100	50	100.00%	50	50	50	50	50
101-200-40-25-4220	Advertising	938	50	-	50	50	50	-	-	50	50	50	50	50
101-200-40-25-4230	Telephone/Internet	854	600	1,094	1,104	1,104	1,200	96	8.70%	1,200	1,200	1,200	1,200	1,200
101-200-40-25-4235	Postage	-	250	-	50	25	50	25	100.00%	50	50	50	50	50
101-200-40-25-4238	Training/Schools	487	1,000	1,920	750	1,500	2,000	500	33.33%	2,000	2,000	2,000	2,000	2,000

General Fund Expenditures Budget – (continued)

		2024-2025												
Account Number	Description	2022	2022	2023	2023	2024	2025	2024-2025		2026	2027	2028	2029	2030
		Actual	Budget	Final Budget	Final Budget	Adopted Budget	Adopted Budget	\$ Change	% Change	Concept Budget				
101-200-40-25-4240	Travel/Mileage	-	250	9	100	100	100	-	-	100	100	100	100	100
101-200-40-25-4243	Meals	-	100	288	100	100	100	-	-	100	100	100	100	100
101-200-40-25-4250	Liability Insurance	777	1,100	1,013	1,100	1,100	1,480	380	34.55%	1,524	1,570	1,617	1,666	1,716
101-200-40-25-4300	Awards - Employee LOS	30	-	-	-	-	-	-	-	-	-	-	-	-
101-200-40-25-4260	Subscriptions/Dues	-	600	-	500	500	500	-	-	500	500	500	500	500
101-200-40-25-4405	Motor Fuel	1,006	1,200	991	1,200	1,200	1,200	-	-	1,236	1,273	1,311	1,351	1,391
101-200-40-25-4413	Equipment/Accessories	-	500	49	500	500	500	-	-	500	500	500	500	500
101-200-40-25-4430	Vehicle Maintenance	33	2,500	20	1,500	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
101-200-40-25-4545	Repair/Maintenance Equipment	-	600	-	600	500	500	-	-	500	500	500	500	500
101-200-50-05-4002	Wages	142,501	134,909	134,925	144,454	150,498	174,327	23,829	15.83%	184,787	240,874	255,326	270,646	286,885
101-200-50-05-4003	Wages - WC Supplement	-	-	525	-	-	-	-	-	-	-	-	-	-
101-200-50-05-4002	Sick & Safe Time Leave - PT	-	-	-	-	213	-	(213)	-100.00%	-	-	-	-	-
101-200-50-05-4004	Overtime Wages	1,883	4,992	4,349	5,302	5,443	6,453	1,010	18.56%	6,840	7,251	7,686	8,147	8,636
101-200-50-05-4006	On Call Pay	15,113	14,850	11,383	14,850	14,850	33,000	18,150	122.22%	33,000	33,000	33,000	33,000	33,000
101-200-50-05-4008	Insurance Benefits (er)	5,794	6,204	6,111	6,441	7,186	4,794	(2,392)	-33.29%	5,273	5,801	6,381	7,019	7,721
101-200-50-05-4009	HSA Accounts	756	750	750	750	750	450	(300)	-40.00%	450	450	450	450	450
101-200-50-05-4010	F.I.C.A./Medicare (er)	11,350	11,839	10,998	12,595	13,083	16,356	3,273	25.02%	17,184	21,506	22,645	23,852	25,132
101-200-50-05-4021	PFMLA	-	-	-	-	599	941	342	57.10%	837	1,124	1,228	1,340	1,492
101-200-50-05-4012	P.E.R.A. (er)	11,199	11,607	11,309	12,348	12,826	16,035	3,209	25.02%	17,970	22,490	23,681	24,943	26,282
101-200-50-05-4016	WC Insurance	29,623	30,050	34,169	31,783	33,373	45,043	11,670	34.97%	47,746	50,610	53,647	56,866	60,278
101-200-50-05-4020	Union Insurance	23,271	21,150	42,845	22,879	40,680	57,840	17,160	42.18%	60,732	63,769	66,957	70,305	73,820
101-200-50-20-4140	Audit	3,340	3,605	4,029	3,605	3,600	4,200	600	16.67%	4,200	4,200	4,200	4,200	4,200
101-200-50-20-4150	Engineering	1,260	2,000	-	500	500	-	(500)	-100.00%	-	-	-	-	-
101-200-50-20-4170	Legal	-	300	-	300	300	300	-	-	300	300	300	300	300
101-200-50-20-4185	Other Consult-Med Exams	188	1,000	489	1,000	500	500	-	-	500	500	500	500	500
101-200-50-25-4200	Printing - newsletter	743	610	838	710	850	850	-	-	850	850	850	850	850
101-200-50-25-4208	Copies	1,754	1,680	1,389	1,780	1,780	2,040	260	14.61%	2,040	2,040	2,040	2,040	2,040
101-200-50-25-4210	Operating Supplies	5,866	7,500	8,206	7,500	7,000	7,350	350	5.00%	7,718	8,103	8,509	8,934	9,381
101-200-50-25-4212	Other Operations Expenses	1,033	2,000	1,802	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
101-200-50-25-4215	Uniforms/Clothing	1,833	1,950	1,794	1,200	1,200	2,000	800	66.67%	2,000	2,000	2,000	2,000	2,000
101-200-50-25-4217	Cleaning Services	-	-	-	-	-	6,900	6,900	100.00%	6,900	6,900	6,900	6,900	6,900
101-200-50-25-4218	Boots/Shoes - per Union Contract	757	1,300	1,327	1,300	1,625	1,400	(225)	-13.85%	1,400	1,400	1,400	1,400	1,400
101-200-50-25-4220	Advertising	128	250	83	250	250	100	(150)	-60.00%	100	100	100	100	100
101-200-50-25-4225	Sanitation/Garbage Removal	3,094	4,200	3,523	3,120	3,500	3,840	340	9.71%	4,224	4,646	5,111	5,622	6,184
101-200-50-25-4230	Telephone/Internet	5,128	5,904	5,112	6,000	5,460	7,320	1,860	34.07%	7,320	7,320	7,320	7,320	7,320
101-200-50-25-4230	Telephone/Internet - new IpadS for EE	3,360	3,360	2,880	2,880	2,880	2,880	-	-	2,880	2,880	2,880	2,880	2,880
101-200-50-25-4235	Postage	1,525	800	1,728	500	500	500	-	-	500	500	500	500	500
101-200-50-25-4238	Training/Schools	400	1,000	60	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
101-200-50-25-4240	Travel/Mileage	-	200	-	200	200	100	(100)	-50.00%	100	100	100	100	100
101-200-50-25-4243	Meals	-	200	-	200	200	200	-	-	200	200	200	200	200
101-200-50-25-4250	Liability Insurance	12,522	13,650	14,778	13,402	13,516	13,735	219	1.62%	14,421	15,142	15,900	16,695	17,529
101-200-50-25-4255	Rent/Lease	165	1,000	4,134	500	3,500	3,500	-	-	500	500	500	500	500
101-200-50-25-4257	Contractors Hired	5,355	15,000	6,091	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
101-200-50-25-4260	Subscriptions/Dues	717	1,000	37	440	-	-	-	-	-	-	-	-	-
101-200-50-25-4260	Subscriptions/Dues-MN DEPT OF LABOR -Vessels	-	-	10	-	50	50	-	-	50	50	50	50	50
101-200-50-25-4260	Subscriptions/Dues-VAULTH HEALTH - CDL	-	-	133	-	130	130	-	-	130	130	130	130	130
101-200-50-25-4260	Subscriptions/Dues-GOPHER ONE	-	-	17	-	20	20	-	-	20	20	20	20	20
101-200-50-25-4260	Subscriptions/Dues-SUSA - Norm	-	-	125	-	125	125	-	-	125	125	125	125	125
101-200-50-25-4260	Subscriptions/Dues-800 MHZ RADIOS	-	-	560	560	560	-	(560)	-100.00%	-	-	-	-	-
101-200-50-25-4300	Awards - Employee LOS	58	100	-	100	100	100	-	-	100	100	100	100	100
101-200-50-25-4315	Compost/Woodchipper	38,845	50,000	41,593	40,000	40,000	40,000	-	-	40,000	40,000	40,000	40,000	40,000
101-200-50-25-4320	Sand/Salt	36,712	60,000	62,841	60,000	60,000	65,960	5,960	9.93%	71,896	78,367	85,420	93,108	101,488
101-200-50-25-4325	Class 5	2,946	1,000	282	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
101-200-50-25-4335	Striping	-	11,000	3,840	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
101-200-50-25-4340	Hot Mix	140	17,000	722	17,000	17,000	17,000	-	-	17,850	18,743	19,680	20,664	21,697

General Fund Expenditures Budget – (continued)

		2024-2025												
Account Number	Description	2022	2022	2023	2023	2024	2025	2024-2025		2026	2027	2028	2029	2030
		Actual	Budget	Final Budget	Final Budget	Adopted Budget	Adopted Budget	\$ Change	% Change	Concept Budget				
101-200-50-25-4360	Sealcoat/Crackfill	17,787	25,000	26,028	25,000	27,500	30,250	2,750	10.00%	33,275	36,603	40,263	44,289	48,718
101-200-50-25-4395	Signs/Banner	7,737	3,500	7,083	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
101-200-50-25-4405	Motor Fuel	32,430	14,000	27,875	25,000	30,000	30,900	900	3.00%	31,827	32,782	33,765	34,778	35,822
101-200-50-25-4413	Equipment/Accessories	738	-	1,827	500	500	500	-	-	500	500	500	500	500
101-200-50-25-4540	Repair/Maintenance Buildings	8,646	5,500	10,816	5,000	5,000	3,440	(1,560)	-31.20%	3,440	3,440	3,440	3,440	3,440
101-200-50-25-4540	Repair/Maintenance Buildings - WH SECURITY	-	-	-	-	-	1,560	1,560	100.00%	1,560	1,560	1,560	1,560	1,560
101-200-50-25-4545	Repair/Maintenance Equipment	3,036	-	1,623	-	-	-	-	-	-	-	-	-	-
101-200-50-25-4570	Electricity	9,318	5,000	4,700	5,000	8,000	6,000	(2,000)	-25.00%	6,600	7,260	7,986	8,785	9,663
101-200-50-25-4575	Electricity (Street Lights)	96,900	107,100	98,433	112,000	123,200	114,400	(8,800)	-7.14%	118,976	123,735	128,684	133,832	139,185
101-200-50-25-4580	Natural Gas	7,087	5,656	5,765	6,000	7,000	7,070	70	1.00%	7,141	7,212	7,284	7,357	7,431
101-200-50-25-4582	Solar Credit	(797)	(1,000)	(1,043)	(1,000)	(1,000)	(1,050)	(50)	5.00%	(1,061)	(1,071)	(1,082)	(1,093)	(1,104)
101-200-50-25-4590	Water/Sewer Utilities	4,503	5,400	3,385	5,940	6,500	6,825	325	5.00%	7,166	7,525	7,901	8,296	8,711
101-200-50-70-4316	Capital Expenditures	176	-	8,756	-	-	-	-	-	-	-	-	-	-
101-200-50-71-4612	Capital Equipment Transfer - 199	5,000	5,000	5,000	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
101-200-50-71-4612	Capital Improvement Transfer - 196 -ST MAINT	30,000	30,000	-	-	-	-	-	-	-	-	-	-	-
101-200-52-05-4002	Wages	79,130	79,841	95,047	85,323	88,908	95,710	6,802	7.65%	101,453	107,540	113,992	120,832	128,082
101-200-52-05-4004	Overtime Wage	996	500	742	1,000	500	750	250	50.00%	500	500	500	500	500
101-200-52-05-4008	Insurance Benefits (er)	2,848	3,383	3,327	3,537	4,005	4,530	525	13.11%	4,802	5,090	5,395	5,719	6,062
101-200-52-05-4009	HSA Accounts	431	450	450	450	450	450	-	-	450	450	450	450	450
101-200-52-05-4010	F.I.C.A./Medicare (er)	5,929	6,108	7,081	6,530	6,803	7,324	521	7.66%	7,761	8,227	8,720	9,244	9,798
101-200-52-05-4021	PFLMA	-	-	-	-	312	422	110	35.30%	460	502	548	598	666
101-200-52-05-4012	P.E.R.A. (er)	6,028	5,989	6,698	6,403	6,669	7,180	511	7.66%	8,116	8,603	9,119	9,667	10,247
101-200-52-05-4016	W/C Insurance	3,049	3,047	3,574	4,113	4,319	4,536	217	5.02%	4,763	5,001	5,251	5,514	5,789
101-200-52-05-4020	Union Insurance	10,583	11,928	24,010	12,168	27,120	28,920	1,800	6.64%	28,920	28,920	28,920	28,920	28,920
101-200-52-20-4185	Other Consult-Med Exams	-	224	-	100	100	100	-	-	100	100	100	100	100
101-200-52-25-4210	Operating Supplies	1,797	250	3,951	500	2,000	2,500	500	25.00%	2,625	2,756	2,894	3,039	3,191
101-200-52-25-4212	Other Operations Expenses	198	100	662	100	200	500	300	150.00%	525	551	579	608	638
101-200-52-25-4215	Uniforms/Clothing	843	300	612	600	600	600	-	-	600	600	600	600	600
101-200-52-25-4218	Boots/Shoes - per Union Contract	376	650	751	650	650	700	50	7.69%	700	700	700	700	700
101-200-52-25-4230	Telephone/Internet	560	600	1,180	600	1,200	1,200	-	-	1,200	1,200	1,200	1,200	1,200
101-200-52-25-4230	Telephone/Internet - New Ipads	480	480	480	480	960	960	-	-	960	960	960	960	960
101-200-52-25-4238	Training/Schools	-	200	185	200	200	200	-	-	200	200	200	200	200
101-200-52-25-4240	Travel/Mileage	-	50	-	50	50	50	-	-	50	50	50	50	50
101-200-52-25-4243	Meals	-	50	-	50	50	50	-	-	50	50	50	50	50
101-200-52-25-4255	Rent/Lease	-	-	-	-	-	250	250	100.00%	250	250	250	250	250
101-200-52-25-4257	Contractors Hired	-	-	479	-	-	-	-	-	-	-	-	-	-
101-200-52-25-4260	Subscriptions/Dues	175	-	140	200	200	200	-	-	200	200	200	200	200
101-200-52-25-4385	Shop Materials/Tools	5,945	4,800	4,709	7,000	7,000	7,000	-	-	7,000	7,000	7,000	7,000	7,000
101-200-52-25-4390	Small tools	1,325	-	914	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
101-200-52-25-4405	Motor Fuel	3,654	500	3,546	2,000	3,000	3,500	500	16.67%	3,850	4,235	4,639	5,124	5,637
101-200-52-25-4410	Tires	7,389	10,000	10,131	10,000	10,000	10,300	300	3.00%	10,609	10,927	11,255	11,593	11,941
101-200-52-25-4413	Equipment/Accessories	1,270	500	2,111	1,000	1,500	2,000	500	33.33%	2,000	2,000	2,000	2,000	2,000
101-200-52-25-4431	Vehicle Maintenance - Streets	9,448	10,000	22,476	10,000	10,000	12,000	2,000	20.00%	12,600	13,230	13,892	14,586	15,315
101-200-52-25-4432	Vehicle Maintenance - Parks	2,319	5,000	737	3,000	3,000	2,500	(500)	-16.67%	2,625	2,756	2,894	3,039	3,191
101-200-52-25-4433	Vehicle Maintenance - Shop	327	-	381	100	100	100	-	-	100	100	100	100	100
101-200-52-25-4434	Vehicle Maintenance - Fire	-	-	2,209	-	500	500	-	-	500	500	500	500	500
101-200-52-25-4540	Repair/Maintenance Buildings	76	-	-	-	-	-	-	-	-	-	-	-	-
101-200-52-25-4545	Repair/Maintenance Equipment	41	-	331	-	-	-	-	-	-	-	-	-	-
101-200-52-25-4546	Repair/Maintenance Equipment - Streets	13,648	20,000	41,158	20,000	23,000	24,150	1,150	5.00%	25,358	26,625	27,957	29,354	30,822
101-200-52-25-4547	Repair/Maintenance Equipment - Parks	8,278	12,500	5,863	10,000	10,000	10,000	-	-	10,500	11,025	11,576	12,155	12,763
101-200-52-25-4585	Oil	380	-	5,742	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
101-200-55-05-4002	Wages	193,717	223,232	197,514	252,020	265,657	293,695	28,038	10.55%	311,317	374,996	397,495	421,345	446,626
101-200-55-05-4003	Wages - We	-	-	429	-	-	-	-	-	-	-	-	-	-
101-200-55-05-4002	Sick & Safe Time Leave - PT	-	-	-	-	3,241	3,105	(136)	-4.20%	3,291	3,489	3,698	3,920	4,155
101-200-55-05-4004	Overtime Wages	916	2,000	619	2,000	1,000	1,000	-	-	2,000	2,000	2,000	2,000	2,000

General Fund Expenditures Budget – (continued)

		2024-2025												
Account Number	Description	2022	2022	2023	2023	2024	2025	2024-2025		2026	2027	2028	2029	2030
		Actual	Budget	Final Budget	Final Budget	Adopted Budget	Adopted Budget	\$ Change	% Change	Concept Budget				
101-200-55-05-4008	Insurance Benefits (er)	5,794	6,204	6,111	6,441	7,186	4,794	(2,392)	-33.29%	5,082	5,387	5,710	6,052	6,415
101-200-55-05-4009	HSA Accounts	756	750	750	750	750	450	(300)	-40.00%	450	450	450	450	450
101-200-55-05-4010	F.I.C.A./Medicare (er)	14,454	17,078	14,663	19,283	20,571	22,706	2,135	10.38%	23,816	28,687	30,408	32,233	34,167
101-200-55-05-4021	PFMLA	-	-	-	-	942	1,307	365	38.75%	1,411	1,750	1,911	2,087	2,322
101-200-55-05-4012	P.E.R.A. (er)	12,803	14,740	12,919	16,343	17,170	19,126	1,956	11.39%	24,905	30,000	31,800	33,708	35,730
101-200-55-05-4016	Worker's Comp Insurance	23,017	10,016	22,918	21,071	22,757	14,578	(8,179)	-35.94%	15,453	16,380	17,363	18,404	19,509
101-200-55-05-4020	Union Insurance	24,464	24,465	38,825	23,769	54,240	57,840	3,600	6.64%	61,310	64,989	68,888	73,022	77,403
101-200-55-20-4140	Audit	2,505	2,524	3,022	2,524	2,524	3,200	676	26.78%	3,200	3,200	3,200	3,200	3,200
101-200-55-20-4150	Engineering	-	2,000	3,544	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
101-200-55-20-4170	Legal	338	100	-	100	100	100	-	-	100	100	100	100	100
101-200-55-20-4185	Other Consultants-Medical Exams	426	300	271	300	300	300	-	-	300	300	300	300	300
101-200-55-25-4200	Printing - Newsletter etc	743	610	838	710	850	850	-	-	850	850	850	850	850
101-200-55-25-4208	Copies	1,754	1,680	1,945	1,780	1,780	2,040	260	14.61%	2,101	2,164	2,229	2,296	2,365
101-200-55-25-4209	Recording Fees	-	-	46	-	-	-	-	-	-	-	-	-	-
101-200-55-25-4210	Operating Supplies	13,253	20,000	14,584	25,000	25,000	20,000	(5,000)	-20.00%	20,600	21,218	21,855	22,510	23,185
101-200-55-25-4211	Lakeside Park Supplies	3,075	5,000	3,620	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
101-200-55-25-4212	Other Operations Expenses	828	1,500	1,557	1,000	1,000	2,000	1,000	100.00%	2,060	2,122	2,185	2,251	2,319
101-200-55-25-4213	Park Irrigation Supplies	4,011	-	3,851	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
101-200-55-25-4215	Uniforms/Clothing	1,616	1,025	1,216	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
101-200-55-25-4218	Boots/Shoes - per Union Contract	686	975	1,225	975	975	1,400	425	43.59%	1,400	1,400	1,400	1,400	1,400
101-200-55-25-4220	Advertising	2,070	200	2,453	200	1,500	2,000	500	33.33%	2,000	2,000	2,000	2,000	2,000
101-200-55-25-4225	Sanitation/Garbage Removal	12,604	8,240	8,765	11,400	13,000	10,000	(3,000)	-23.08%	10,300	10,609	10,927	11,255	11,593
101-200-55-25-4230	Telephone/Internet	5,086	4,500	4,964	4,560	4,620	2,400	(2,220)	-48.05%	2,400	2,400	2,400	2,400	2,400
101-200-55-25-4230	Telephone/Internet - Verizon - Irrigation App	-	-	-	-	-	1,800	1,800	100.00%	1,800	1,800	1,800	1,800	1,800
101-200-55-25-4230	Telephone/Internet - New Ipad for EE	2,400	2,400	2,880	3,360	2,880	3,360	480	16.67%	3,360	3,360	3,360	3,360	3,360
101-200-55-25-4235	Postage	246	150	180	150	150	200	50	33.33%	200	200	200	200	200
101-200-55-25-4238	Training/Schools	-	600	656	600	600	600	-	-	600	600	600	600	600
101-200-55-25-4243	Meals	178	200	228	200	200	200	-	-	200	200	200	200	200
101-200-55-25-4250	Liability Insurance	31,260	33,653	22,851	36,048	32,823	29,259	(3,564)	-10.86%	30,722	32,258	33,871	35,564	37,342
101-200-55-25-4255	Rent/Lease	1,975	2,900	1,900	2,900	3,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000
101-200-55-25-4257	Contractors Hired	81	-	564	-	-	-	-	-	-	-	-	-	-
101-200-55-25-4257	Contractors Hired - boat inspections	-	-	-	-	5,000	6,000	1,000	20.00%	6,000	6,000	6,000	6,000	6,000
101-200-55-25-4260	Subscriptions/Dues	214	200	38	200	-	-	-	-	-	-	-	-	-
101-200-55-25-4260	Subscriptions/Dues - VAULT HEALTH CDL	-	-	130	-	150	150	-	-	150	150	150	150	150
101-200-55-25-4260	Subscriptions/Dues - ISA MEMBERSHIP (ARBORICU	-	-	320	-	-	320	320	100.00%	320	320	320	320	320
101-200-55-25-4260	Subscriptions/Dues - MN REC & PARK - Corrie	-	-	320	-	200	200	-	-	200	200	200	200	200
101-200-55-25-4260	Subscriptions/Dues - MN REC & PARK - Norm	-	-	300	-	200	200	-	-	200	200	200	200	200
101-200-55-25-4300	Awards - Employee LOS	-	25	170	25	25	25	-	-	25	25	25	25	25
101-200-55-25-4311	Cash Shortage - park	-	-	75	-	-	-	-	-	-	-	-	-	-
101-200-55-25-4321	Beach Sand	-	500	-	500	500	500	-	-	500	500	500	500	500
101-200-55-25-4395	Signs/Banners	-	600	-	600	600	600	-	-	600	600	600	600	600
101-200-55-25-4405	Motor Fuel	23,675	10,000	22,419	11,000	15,000	20,000	5,000	33.33%	22,000	24,200	26,620	29,282	32,210
101-200-55-25-4413	Equipment/Accessories	3,194	1,000	5,906	1,000	2,000	5,000	3,000	150.00%	5,000	5,000	5,000	5,000	5,000
101-200-55-25-4530	Lake Maintenance	15,224	20,000	29,844	20,000	20,000	20,000	-	-	20,000	20,000	20,000	20,000	20,000
101-200-55-25-4535	Playground Maintenance	13,093	6,000	7,424	6,000	8,000	8,000	-	-	8,000	8,000	8,000	8,000	8,000
101-200-55-25-4540	Repair/Maintenance Buildings	4,701	2,500	1,040	2,500	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
101-200-55-25-4540	Repair/Maintenance Buildings - Camera Security	-	-	-	-	500	525	25	5.00%	525	525	525	525	525
101-200-55-25-4545	Repair/Maintenance Equipment	1,568	-	495	-	-	-	-	-	-	-	-	-	-
101-200-55-25-4570	Electricity	9,442	8,400	8,328	9,240	10,164	9,500	(664)	-6.53%	9,785	10,079	10,381	10,692	11,013
101-200-55-25-4580	Natural Gas	6,353	4,800	4,449	4,896	6,000	5,000	(1,000)	-16.67%	5,100	5,202	5,306	5,412	5,520
101-200-55-25-4582	Solar	(543)	(300)	(864)	(300)	(300)	(900)	(600)	200.00%	(900)	(900)	(900)	(900)	(900)
101-200-55-25-4590	Water/Sewer Utilities	147,711	84,240	167,778	112,720	120,000	100,000	(20,000)	-16.67%	95,000	89,750	84,238	78,449	72,372
101-200-55-71-4612	Capital Transfers - 197 Lake Maintenance CIP	-	-	2,456	-	-	-	-	-	-	-	-	-	-
101-200-55-71-4612	Capital Transfers - 199 - Playground Equip Fund	5,000	5,000	5,000	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
101-200-55-71-4612	Capital Transfers - 195 River Oaks Park/or other trails	16,750	16,750	100,000	100,000	100,000	100,000	-	-	100,000	16,750	16,750	16,750	16,750

General Fund Expenditures Budget – (continued)

		2024-2025												
Account Number	Description	2022	2022	2023	2023	2024	2025	2024-2025		2026	2027	2028	2029	2030
		Actual	Budget	Final Budget	Final Budget	Adopted Budget	Adopted Budget	\$ Change	% Change	Concept Budget				
101-200-55-71-4612	Capital Transfers - 195 Trail Maintenance	9,000	9,000	9,000	9,000	9,000	9,000	-	-	9,000	9,000	9,000	9,000	9,000
101-200-55-71-4612	Capital Transfers - 199 - Misc Equip Fund	5,000	5,000	5,000	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
101-300-75-05-4002	Wages	1,257,097	1,329,543	1,377,816	1,430,030	1,619,017	1,888,544	269,527	16.65%	2,001,857	2,121,968	2,249,286	2,384,243	2,527,298
101-300-75-05-4004	Overtime Wages	82,713	36,012	66,775	45,097	38,957	37,667	(1,290)	-3.31%	39,927	42,323	44,862	47,554	50,407
101-300-75-05-4004	Overtime Wages - K9	-	-	-	-	-	14,021	14,021	100.00%	14,862	15,754	16,699	17,701	18,763
101-300-75-05-4005	Overtime Wages/Grant	9,184	15,000	9,066	15,000	15,000	15,000	-	-	15,000	15,000	15,000	15,000	15,000
101-300-75-05-4008	Insurance Benefits (er)	183,633	207,010	195,747	217,031	244,729	275,158	30,429	12.43%	291,667	309,168	327,718	347,381	368,223
101-300-75-05-4009	HSA Accounts	11,556	11,544	12,824	11,445	14,293	25,002	10,709	74.92%	25,002	25,002	25,002	25,002	25,002
101-300-75-05-4010	F.I.C.A./Medicare (er)	26,748	27,077	28,867	30,078	33,435	36,665	3,230	9.66%	38,865	41,197	43,669	46,289	49,066
101-300-75-05-4011	F.I.C.A./Medicare (er)/Grant	129	200	131	200	200	200	-	-	212	225	238	252	268
101-300-75-05-4021	PFMLA	-	-	-	-	5,583	8,162	2,579	46.19%	9,072	9,905	10,815	11,807	13,142
101-300-75-05-4012	P.E.R.A. (er)	9,307	16,027	10,323	18,336	10,994	10,158	(836)	-7.60%	10,767	11,414	12,098	12,824	13,594
101-300-75-05-4013	P.E.R.A. - Police/Fire (er)	214,578	219,029	238,661	236,076	269,323	319,137	49,814	18.50%	338,285	358,582	380,097	402,903	427,077
101-300-75-05-4014	P.E.R.A. - Police/Fire (er)/Grant	1,572	2,655	1,605	2,655	2,655	2,655	-	-	2,814	2,983	3,162	3,352	3,553
101-300-75-05-4016	Workers Comp	130,766	81,632	120,791	163,181	142,958	164,958	22,000	15.39%	181,477	199,649	219,649	241,628	265,816
101-300-75-05-4017	Unemployment Benefits	-	-	5,009	-	-	-	-	-	-	-	-	-	-
101-300-75-20-4140	Audit	3,841	3,680	4,633	4,680	4,000	4,700	700	17.50%	4,000	4,700	4,000	4,700	4,000
101-300-75-20-4140	Audit - body cameras	1,000	-	-	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
101-300-75-20-4170	Legal	2,964	5,000	2,195	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
101-300-75-20-4180	Other Consultants	37,937	500	625	700	700	700	-	-	500	500	500	500	500
101-300-75-20-4181	Court Fines	11,675	21,218	13,121	20,000	20,600	20,000	(600)	-2.91%	20,600	21,218	21,855	22,510	23,185
101-300-75-20-4185	Medical Exams	1,339	-	1,577	-	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
101-300-75-25-4110	Bank or Collection Charges	84	600	195	600	600	300	(300)	-50.00%	300	300	300	300	300
101-300-75-25-4196	Crime Prevention	-	600	-	250	250	250	-	-	250	250	250	250	250
101-300-75-25-4200	Printing - Newsletter etc	743	610	838	710	850	850	-	-	850	850	850	850	850
101-300-75-25-4208	Copies	2,379	2,688	705	2,688	2,460	3,000	540	21.95%	3,000	3,000	3,000	3,000	3,000
101-300-75-25-4210	Operating Supplies	6,179	7,200	7,179	5,000	7,000	8,500	1,500	21.43%	8,755	9,018	9,288	9,567	9,854
101-300-75-25-4211	Medical Supplies	1,620	2,000	3,479	2,500	2,500	3,500	1,000	40.00%	3,605	3,713	3,825	3,939	4,057
101-300-75-25-4212	Other Operations Expenses	2,248	12,000	5,611	12,000	12,000	8,500	(3,500)	-29.17%	8,755	9,018	9,288	9,567	9,854
101-300-75-25-4214	Police Body Armor	3,853	4,000	4,986	4,000	4,000	4,000	-	-	5,000	5,000	5,000	5,000	5,000
101-300-75-25-4215	Uniforms/Clothing	17,647	20,750	17,389	22,750	24,450	25,300	850	3.48%	25,300	25,300	25,300	25,300	25,300
101-300-75-25-4216	Fire Arms	12,555	4,200	4,435	5,000	5,300	3,000	(2,300)	-43.40%	3,000	3,000	3,000	3,000	3,000
101-300-75-25-4220	Advertising	207	1,000	1,218	1,000	1,000	1,200	200	20.00%	1,200	1,200	1,200	1,200	1,200
101-300-75-25-4226	Ammo	-	-	7,934	-	5,000	7,300	2,300	46.00%	5,000	5,000	5,000	5,000	5,000
101-300-75-25-4230	Telephone/Internet	20,453	16,716	23,540	22,200	22,800	23,760	960	4.21%	23,760	23,760	23,760	23,760	23,760
101-300-75-25-4235	Postage	302	2,000	424	1,000	1,000	500	(500)	-50.00%	500	500	500	500	500
101-300-75-25-4238	Training/Schools	14,416	16,500	22,004	25,000	20,000	22,500	2,500	12.50%	22,500	22,500	22,500	22,500	22,500
101-300-75-25-4238	Training/Schools-Online Training (Police One)	-	-	-	-	2,500	2,500	-	-	2,500	2,500	2,500	2,500	2,500
101-300-75-25-4240	Travel/Mileage	105	200	118	100	200	200	-	-	200	200	200	200	200
101-300-75-25-4243	Meals	421	1,000	817	500	500	1,000	500	100.00%	1,000	1,000	1,000	1,000	1,000
101-300-75-25-4250	Liability Insurance	50,531	42,374	46,656	44,493	46,717	49,812	3,095	6.62%	52,303	54,918	57,664	60,547	60,547
101-300-75-25-4251	Emergency Management	-	1,000	-	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
101-300-75-25-4253	Police K-9 Expenditures	21,848	10,000	1,185	10,000	10,000	10,000	-	-	10,300	10,609	10,927	11,255	11,593
101-300-75-25-4254	Spud Fest	-	250	179	250	250	250	-	-	250	250	250	250	250
101-300-75-25-4257	Contractors Hired - Towing	-	2,000	213	500	500	500	-	-	500	500	500	500	500
101-300-75-25-4260	Subscriptions/Dues (MISC/POST)	11,642	18,000	1,638	8,105	4,905	2,000	(2,905)	-59.23%	2,000	2,000	2,000	2,000	2,000
101-300-75-25-4260	Subscriptions/Dues - GUARDIAN TRCKING - NOWI	-	-	1,033	-	-	-	-	-	-	-	-	-	-
101-300-75-25-4260	Subscriptions/Dues-BUREAU OF CRIME	-	-	-	600	-	-	-	-	-	-	-	-	-
101-300-75-25-4260	Subscriptions/Dues-800 MHZ RADIOS	-	-	-	2,320	-	-	-	-	-	-	-	-	-
101-300-75-25-4260	Subscriptions/Dues - NETMOTION	-	-	-	975	-	-	-	-	-	-	-	-	-
101-300-75-25-4260	Subscriptions/Dues - PROPHOENIX	-	-	-	6,000	-	-	-	-	-	-	-	-	-
101-300-75-25-4260	Subscriptions/Dues-MN CHIEFS ASSOC	-	-	535	-	600	600	-	-	600	600	600	600	600
101-300-75-25-4260	Subscriptions/Dues-MPPOA	-	-	240	-	1,200	1,500	300	25.00%	1,500	1,500	1,500	1,500	1,500
101-300-75-25-4260	Subscriptions/Dues-LEGAL DEFENSE FUND	-	-	656	-	900	900	-	-	900	900	900	900	900
101-300-75-25-4260	Subscriptions/Dues-TRI COUNTY LAW ENF ASSOC	-	-	75	-	75	75	-	-	75	75	75	75	75

General Fund Expenditures Budget – (continued)

		2024-2025												
Account Number	Description	2022	2022	2023	2023	2024	2025	2024-2025		2026	2027	2028	2029	2030
		Actual	Budget	Final Budget	Final Budget	Adopted Budget	Adopted Budget	\$ Change	% Change	Concept Budget				
101-300-75-25-4300	Awards - Employee LOS	70	100	150	100	100	100	-		100	100	100	100	100
101-300-75-25-4392	Emergency Access Key Box	-	320	-	320	320	-	(320)	-100.00%	-	-	-	-	-
101-300-75-25-4405	Motor Fuel	48,024	37,200	47,010	43,000	50,000	50,000	-		51,500	53,045	54,636	56,275	57,964
101-300-75-25-4410	Tires	8,170	3,200	8,340	3,200	5,000	7,500	2,500	50.00%	7,725	7,957	8,195	8,441	8,695
101-300-75-25-4413	Equipment/Accessories	1,528	19,000	3,591	15,000	10,000	10,000	-		10,000	10,000	10,000	10,000	10,000
101-300-75-25-4430	Vehicle Maintenance	25,592	20,157	26,911	15,000	15,000	20,000	5,000	33.33%	20,600	21,218	21,855	22,510	23,185
101-300-75-25-4545	Repair/Maintenance Equipment	2,245	5,150	1,979	3,000	3,000	1,000	(2,000)	-66.67%	1,030	1,061	1,093	1,126	1,159
101-300-75-25-4545	Repair/Maintenance Equipment - FIRE WORKOUT	-	-	-	-	-	1,000	1,000	100.00%	1,000	1,000	1,000	1,000	1,000
101-300-75-25-4902	Donations/Sponsorship	900	-	-	-	-	-	-		-	-	-	-	-
101-300-75-70-4316	Capital Purchases/Improvement	63,799	-	-	-	-	-	-		-	-	-	-	-
101-300-75-71-4612	Capital Transfer - 199 AED	-	-	-	-	-	-	-		-	-	-	60,000	-
101-300-75-71-4612	Capital Transfer - 199 Replace Taser	2,640	2,640	12,611	12,611	12,611	12,611	-		12,611	12,611	-	-	-
101-300-75-85-4603	Debt Service Principal - Capital Lease	-	-	1,625	-	-	-	-		-	-	-	-	-
101-300-75-85-4610	Debt Service Interest - Capital Lease	-	-	128	-	-	-	-		-	-	-	-	-
101-300-80-25-4207	Animal Control	1,974	1,000	388	1,000	1,000	1,000	-		1,000	1,000	1,000	1,000	1,000
101-300-85-05-4015	Fire Department Relief Assoc.	4,000	4,000	4,000	4,000	4,000	4,000	-		4,000	4,000	4,000	4,000	4,000
101-300-85-20-4170	Legal	396	-	-	-	-	-	-		-	-	-	-	-
101-300-85-25-4200	Printing - Newsletter etc	743	610	838	710	850	850	-		850	850	850	850	850
101-300-85-25-4208	Copies	552	360	570	500	610	600	(10)	-1.64%	624	649	675	702	730
101-300-85-25-4209	Recording Fees	48	-	-	-	-	-	-		-	-	-	-	-
101-300-85-25-4220	Advertising - Admin	45	-	-	-	-	-	-		-	-	-	-	-
101-300-85-25-4235	Postage	1	-	3	-	-	-	-		-	-	-	-	-
101-300-85-25-4258	Fire Projection Services - JPB	188,278	188,278	206,910	206,910	219,018	230,468	11,450	5.23%	234,890	245,329	252,258	261,096	269,247
101-300-85-25-4300	Awards - Employee LOS	-	-	25	-	-	-	-		-	-	-	-	-
101-300-85-45-4015	Fire Department Relief Assoc.	130,855	96,000	152,268	113,000	113,000	113,000	-		-	-	-	-	-
101-400-56-05-4002	Wages	57,744	57,826	62,531	62,541	66,607	70,385	3,778	5.67%	74,608	79,085	83,830	88,859	94,191
101-400-56-05-4008	Insurance Benefits (er)	5,030	5,342	5,315	5,558	6,011	6,655	644	10.71%	7,054	7,478	7,926	8,402	8,906
101-400-56-05-4009	HSA Accounts	1,346	1,350	1,350	1,350	1,350	1,350	-		1,350	1,350	1,350	1,350	1,350
101-400-56-05-4010	F.I.C.A./Medicare (er)	4,413	4,425	4,710	4,787	5,096	5,385	289	5.67%	5,708	6,050	6,413	6,798	7,206
101-400-56-05-4021	PFMLA	-	-	-	-	233	310	77	33.05%	338	369	403	440	490
101-400-56-05-4012	P.E.R.A. (er)	4,331	4,338	4,690	4,693	4,996	5,280	284	5.68%	5,969	6,327	6,706	7,109	7,535
101-400-56-05-4016	Worker's Comp Insurance	3,027	2,161	1,398	5,189	5,449	5,722	273	5.01%	6,065	6,429	6,815	7,224	7,657
101-400-56-20-4170	Legal	215	200	-	200	200	200	-		200	200	200	200	200
101-400-56-25-4208	Copies (Spud Fest Parade, etc)	-	500	-	200	200	200	-		200	200	200	200	200
101-400-56-25-4210	Operating Supplies	221	500	2,115	500	500	515	15	3.00%	530	546	563	580	597
101-400-56-25-4212	Other Operations Expenses	901	100	299	100	200	206	6	3.00%	212	219	225	232	239
101-400-56-25-4215	Uniforms/Clothing	24	50	-	50	50	50	-		50	50	50	50	50
101-400-56-25-4220	Advertising	-	250	50	250	250	250	-		250	250	250	250	250
101-400-56-25-4230	Telephone/Internet	483	480	554	504	552	576	24	4.35%	576	576	576	576	576
101-400-56-25-4235	Postage	-	100	-	25	25	25	-		25	25	25	25	25
101-400-56-25-4238	Training/School	-	200	-	500	300	300	-		300	300	300	300	300
101-400-56-25-4240	Travel/Mileage	-	50	-	50	50	50	-		50	50	50	50	50
101-400-56-25-4243	Meals	30	150	90	150	150	150	-		150	150	150	150	150
101-400-56-25-4254	Spud Fest	259	300	-	300	300	500	200	66.67%	500	500	500	500	500
101-400-56-25-4257	Contractors Hired	-	-	35	-	-	-	-		-	-	-	-	-
101-400-56-25-4259	Contractors Hired - ECFE	8,620	10,000	9,546	10,000	10,000	5,000	(5,000)	-50.00%	-	-	-	-	-
101-400-56-25-4260	Subscriptions/Dues	1,803	1,000	1,653	1,425	1,773	-	(1,773)	-100.00%	-	-	-	-	-
101-400-56-25-4260	Subscriptions/Dues - ASCAP	-	-	-	-	-	450	450	100.00%	450	450	450	450	450
101-400-56-25-4260	Subscriptions/Dues - SESAC	-	-	-	-	-	600	600	100.00%	600	600	600	600	600
101-400-56-25-4260	Subscriptions/Dues - MN REC & PARK ASSOC	-	-	-	-	-	350	350	100.00%	350	350	350	350	350
101-400-56-25-4260	Subscriptions/Dues - SURVEY MONKEY	-	-	-	-	-	700	700	100.00%	700	700	700	700	700
101-400-56-25-4260	Subscriptions/Dues - NOTARY	-	-	-	-	-	100	100	100.00%	100	100	100	100	100
101-400-56-25-4300	Awards - Employee LOS	-	30	45	-	30	-	(30)	-100.00%	-	-	-	-	-
101-400-56-25-4395	Signs/Banners	162	250	-	250	200	100	(100)	-50.00%	100	100	100	100	100
101-400-56-25-4413	Equipment/Accessories	-	250	37	250	200	100	(100)	-50.00%	100	100	100	100	100

General Fund Expenditures Budget – (continued)

Account Number	Description	2024-2025												
		2022 Actual	2022 Budget	2023 Final Budget	2023 Final Budget	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change	2026 Concept Budget	2027 Concept Budget	2028 Concept Budget	2029 Concept Budget	2030 Concept Budget
101-400-36-25-4903	Movie in the Park	2,173	3,600	1,269	2,500	2,500	2,500	-		2,500	2,500	2,500	2,500	2,500
101-400-36-25-4905	Dog Vaccination Clinic	-	-	154	-	-	200	200	100.00%	200	200	200	200	200
101-400-36-71-4612	Transfer - Music in the Park	-	-	154	5,000	5,000	10,000	5,000	100.00%	10,000	10,000	10,000	10,000	10,000
101-400-70-25-4400	Recycling Day	11,768	12,000	9,251	12,000	12,000	12,000	-		12,000	12,000	12,000	12,000	12,000
101-400-95-25-4902	Donation - Contribution	1,100	1,100	1,100	1,100	1,100	1,100	-		1,100	1,100	1,100	1,100	1,100
		\$6,025,245	\$5,723,889	#####	\$6,295,651	\$6,778,875	\$7,366,689	\$587,814	8.67%	\$ 7,803,777	\$8,150,845	\$8,667,287	\$9,001,823	\$9,705,048
<u>General Fund Expenditures:</u>		2022	2022	2023	2023	2024	2025			2026	2027	2028	2029	2030
		\$6,025,245	\$5,723,889	#####	\$ 6,295,651	\$ 6,778,875	\$ 7,366,689			\$ 7,803,777	\$ 8,150,845	\$ 8,667,287	\$ 9,001,823	\$ 9,705,048
<u>General Fund Revenues:</u>		5,705,278	5,723,889	7,254,849	6,295,651	6,778,875	7,366,689			7,803,777	8,150,845	8,667,287	9,001,823	9,705,048
<u>Surplus / Deficit:</u>		(319,967)	(0)	588,755	0	0	0			(0)	0	(0)	0	(0)
% of increase in Revenue over prior year budget		2022	2023	2024	2025	2026	2027	2028	2029	2030				
		1.92%	9.99%	7.68%	8.67%	5.93%	4.45%	6.34%	3.86%	7.81%				
% of increase in Expenditures over prior year budget		2022	2023	2024	2025	2026	2027	2028	2029	2030				
		1.92%	9.99%	7.68%	8.67%	5.93%	4.45%	6.34%	3.86%	7.81%				

Expenditure Budget Summary by Service

Service	2024 Budget	2025 Proposed Budget	2024-2025		% Total Budget	Reason for change
			\$ Change	% Change		
<u>General Government</u>						
Mayor/Council	\$ 33,426	\$ 33,681	\$ 255	0.76%		Personnel (Mandated State Changes- PFMLA), increase in meals for training, meeting, etc
Planning	223,568	238,666	15,098	6.75%		Personnel (Step Increases +PFMLA+ Insurance Increases) , increase in training
Elections	36,100	8,000	(28,100)	-77.84%		Election year in 2024 - 2025 Non Election year
Administration/Finance	853,844	883,656	29,812	3.49%		Personnel (Step Increases +PFMLA) Insurance Increases , Increase in training, legal and fiber/phone
IT - Computer/Software	158,399	170,539	12,140	7.66%		Increase in software cost
Total General Government	1,305,337	1,334,543	17,065	1.31%	18.12%	
<u>Public Safety</u>						
Police	2,706,032	3,116,735	410,703	15.18%		Personnel (Step Increases +PFMLA+ Insurance Increases), 17 officers, increase in operation/training cost
Fire	337,478	352,168	14,690	4.35%		Increase in Wage to \$16, Step Increases, Life Insurance for department, training, uniforms, liability insurance
Building	238,921	223,104	(15,817)	-6.62%		Decrease due to building consultant instead of internal staff member
Total Public Safety	3,282,431	3,692,007	409,576	12.48%	50.12%	
<u>Streets & Highways</u>						
Engineering	110,854	137,914	27,060	24.41%		Personnel (Step Increases +PFMLA+ Insurance Increases) New Position added
Fleet	216,396	232,182	15,786	7.29%		Personnel (Step Increases+PFMLA + Insurance Increases) - increase in maintenance cost
Streets	685,547	770,234	84,687	12.35%		Personnel (Step Increases +PFMLA+Insurance Increase) New Position added split w/Parks
Total Streets & Highways	1,012,797	1,140,331	127,533	12.59%	15.48%	
<u>Culture & Recreation</u>						
Parks	807,855	811,430	3,575	0.44%		Personnel (Step Increases +PFMLA+Insurance Increase) New Position added split w/Streets
BLCSC	72,966	73,661	695	0.95%		Increase in Liability insurance and utilities
Recreational-Community (Other)	125,322	131,309	5,987	4.78%		Personnel -allocated 5% to Farmers Market Fund and 5% to Music in the Park
Total Culture & Recreation	1,006,143	1,016,400	10,257	1.02%	13.80%	
<u>Economic Development</u>						
	172,166	183,411	11,245	6.53%	2.49%	Personnel -allocated 25% of Director Wages & Fringe to Big Lake Economic Development Authority
Total General Fund Expenditures	\$6,778,874	\$ 7,366,689	\$ 587,815	8.67%		

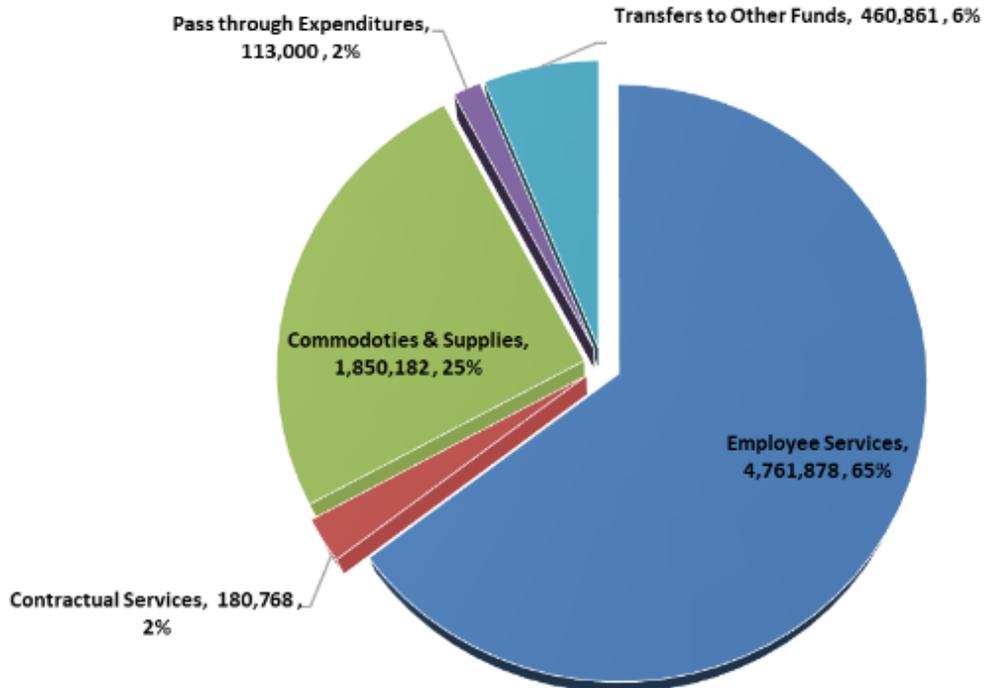
Cost per day to provide services \$1.61



General Fund Expenditure Budget Summary by Category

2024-2025

Category:	2023 Actual	2024 Final Budget	2025 Adopted Budget	2024-2025		2026 Concept Budget	2027 Concept Budget	2028 Concept Budget	2029 Concept Budget	2030 Concept Budget
				\$ Change	% Change					
Personnel	\$ 3,801,866	\$ 4,294,889	\$ 4,761,878	\$ 466,989	10.87%	\$ 5,118,679	\$ 5,527,603	\$ 5,857,325	\$ 6,207,664	\$ 6,580,385
Elections	-	25,000	-	(25,000)	-100.00%	25,000	-	27,000	-	25,000
Professional Services	181,726	169,295	180,768	11,473	6.78%	182,077	185,044	186,672	189,761	191,514
Operations	1,699,933	1,712,080	1,841,182	129,102	7.54%	1,887,410	1,924,837	2,001,541	2,043,648	2,100,899
Marketing	7,419	8,000	8,000	-	0.00%	8,000	8,000	8,000	8,000	8,000
Animal Control	388	1,000	1,000	-	0.00%	1,000	1,000	1,000	1,000	1,000
Pass Through Expenditures	152,268	113,000	113,000	-	0.00%	-	-	-	-	-
Transfers to other Funds	820,267	455,611	460,861	5,250	1.15%	581,611	504,361	585,750	551,750	798,250
Total - Budget	\$6,665,620	\$6,778,875	\$ 7,366,689	\$ 587,814	8.67%	\$7,803,777	\$8,150,845	\$8,667,287	\$9,001,823	\$ 9,705,048
	-	-	-	-	-	-	-	-	-	-
% of budget	2023	2024	2025			2026	2027	2028	2029	2030
Personnel	57.04%	63.36%	64.64%			65.59%	67.82%	67.58%	68.96%	67.80%
Personnel - Elections	0.00%	0.37%	0.00%			0.32%	0.00%	0.31%	0.00%	0.26%
Professional Services	2.73%	2.50%	2.45%			2.33%	2.27%	2.15%	2.11%	1.97%
Operations	25.50%	25.26%	24.99%			24.19%	23.62%	23.09%	22.70%	21.65%
Marketing	0.11%	0.12%	0.11%			0.10%	0.10%	0.09%	0.09%	0.08%
Animal Control	0.01%	0.01%	0.01%			0.01%	0.01%	0.01%	0.01%	0.01%
Pass Through Expenditures	2.28%	1.67%	1.53%			0.00%	0.00%	0.00%	0.00%	0.00%
Interfund/Lease payment	0.03%	0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%
Transfers to other Funds	12.31%	6.72%	6.26%			7.45%	6.19%	6.76%	6.13%	8.23%
	100.00%	100.00%	100.00%			100.00%	100.00%	100.00%	100.00%	100.00%





GENERAL GOVERNMENT BUDGETS

- Mayor & Council
- Planning
- Elections
- Administration/Finance
- Information Technology

Mayor & Council

Expenditures

		2024-2025			
Account Number	Description	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-100-05-05-4002	Wages	\$27,000	\$27,000	\$ -	
101-100-05-05-4010	F.I.C.A./Medicare (er)	1,929	1,929	-	
101-100-05-05-4021	PFMLA	89	112	23	25.84%
101-100-05-05-4012	P.E.R.A. (er)	-	-	-	
101-100-05-05-4016	WC Insurance	148	100	(48)	-32.43%
101-100-05-20-4170	Legal	100	100	-	
101-100-05-20-4180	Other Consultants	-	-	-	
101-100-05-25-4200	Printing- Newsletter	850	850	-	
101-100-05-25-4210	Operating Supplies	500	500	-	
101-100-05-25-4212	Other Operations	250	200	(50)	-20.00%
101-100-05-25-4215	Uniforms/Clothing	100	150	50	50.00%
101-100-05-25-4220	Advertising	100	100	-	
101-100-05-25-4235	Postage	10	10	-	
101-100-05-25-4238	Training/Schools	1,000	1,000	-	
101-100-05-25-4240	Travel/Mileage	100	100	-	
101-100-05-25-4243	Meals	400	500	100	25.00%
101-100-05-25-4250	Liability Insurance	820	1,000	180	21.95%
101-100-05-25-4257	Contractors Hired	-	-	-	
101-100-05-25-4260	Subscriptions/Dues	30	30	-	
101-100-05-25-4413	Equipment/Accessories	-	-	-	
		\$ 33,426	\$ 33,681	\$ 255	0.76%



Planning

Expenditures

		2024-2025			
Account Number	Description	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-100-10-05-4002	Wages	\$ 148,287	\$ 156,283	\$ 7,996	5.39%
101-100-10-05-4004	Overtime Wages	-	-	-	
101-100-10-05-4008	Insurance Benefits (er)	23,680	26,320	2,640	11.15%
101-100-10-05-4009	HSA Accounts	2,079	1,853	(226)	-10.87%
101-100-10-05-4010	F.I.C.A./Medicare (er)	11,345	11,957	612	5.39%
101-100-10-05-4021	PFMLA	520	689	169	32.50%
101-100-10-05-4012	P.E.R.A. (er)	10,775	11,375	600	5.57%
101-100-10-05-4016	W/C Insurance	1,077	1,530	453	42.06%
101-100-10-20-4140	Audit	365	450	85	23.29%
101-100-10-20-4150	Engineering	2,000	3,000	1,000	50.00%
101-100-10-20-4170	Legal	8,000	8,000	-	
101-100-10-20-4180	Other Consultants	5,000	5,000	-	
101-100-10-25-4200	Printing-Newsletter etc	850	850	-	
101-100-10-25-4209	Recording Fees	100	100	-	
101-100-10-25-4210	Operating Supplies	500	600	100	20.00%
101-100-10-25-4212	Other Operations Expenses	50	50	-	
101-100-10-25-4215	Uniforms/Clothing	100	100	-	
101-100-10-25-4220	Advertising	1,500	1,700	200	13.33%
101-100-10-25-4230	Telephone/Internet	1,800	1,800	-	
101-100-10-25-4235	Postage	500	625	125	25.00%
101-100-10-25-4238	Training/Schools	2,000	3,000	1,000	50.00%
101-100-10-25-4240	Travel/Mileage	250	250	-	
101-100-10-25-4243	Meals	200	300	100	50.00%
101-100-10-25-4250	Liability Insurance	820	1,184	364	44.39%
101-100-10-25-4260	Subscriptions/Dues	120	150	30	25.00%
101-100-10-25-4405	Motor Fuel	600	350	(250)	-41.67%
101-100-10-25-4413	Equipment/Accessories	50	100	50	100.00%
101-100-10-25-4430	Vehicle Maintenance	1,000	1,050	50	5.00%
		\$ 223,568	\$ 238,666	\$ 15,098	6.75%

Revenues

		2024-2025			
Account Number	Description	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-010-3125	Land Use Revenue	\$ 24,992	\$ 26,000	\$ 1,008	4.03%
		\$ 24,992	\$ 26,000	\$ 1,008	4.03%

Elections

Expenditures

Description	2024-2025			
	2024 Adopted	2025 Adopted	\$ Change	% Change
Wages (Elections)	\$ 25,000	\$ -	\$ (25,000)	-100.00%
Operating Supplies	1,500	-	(1,500)	-100.00%
Advertising	1,000	-	(1,000)	-100.00%
Training/School	1,500	2,000	500	33.33%
Travel/Mileage	800	-	(800)	-100.00%
Meals	6,000	-	(6,000)	-100.00%
Rent/Leases	300	-	(300)	-100.00%
Capital Transfer Out - CIP 199	-	6,000	6,000	100.0%
	\$ 36,100	\$ 8,000	\$ (28,100)	-77.84%

Capital Expenditures

Description	2024-2025			
	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
Election Machine - GF	\$ -	\$ 6,000	\$ 6,000	100.0%
Election 4th polling place -LGA	25,000	25,000		
	\$ 25,000	\$ 31,000	\$ 6,000	24.00%

Administration/Finance

Expenditures

		2024-2025			
Account Number	Description	2024	2025	\$ Change	% Change
		Adopted Budget	Adopted Budget		
101-100-15-05-4002	Wages	\$ 239,087	\$ 243,637	\$ 4,550	1.90%
101-100-15-05-4001	Advance Resignation Pay	7,500	3,000	(4,500)	-60.00%
101-100-15-05-4008	Insurance Benefits (er)	34,892	34,650	(242)	-0.69%
101-100-15-05-4009	HSA Accounts	1,545	3,320	1,775	114.89%
101-100-15-05-4010	F.I.C.A./Medicare (er)	19,004	19,009	5	0.03%
101-100-15-05-4021	PFMLA	864	1,088	224	25.93%
101-100-15-05-4012	P.E.R.A. (er)	18,067	18,409	342	1.89%
101-100-15-05-4016	W/C Insurance	5,200	5,461	261	5.02%
101-100-15-05-4019	Wellness Plan	2,000	7,000	5,000	250.00%
101-100-15-20-4140	Audit	5,773	6,000	227	3.93%
101-100-15-20-4170	Legal - RATES INCREASE 2022	20,000	30,000	10,000	50.00%
101-100-15-20-4175	Assessing	27,810	28,644	834	3.00%
101-100-15-20-4180	Other Consultants	5,000	5,000	-	
101-100-15-25-4110	Bank Charges	12,000	13,000	1,000	8.33%
101-100-15-25-4120	Real Estate Tax	2,700	-	(2,700)	-100.00%
101-100-15-25-4200	Printing-Newsletter etc	850	850	-	
101-100-15-25-4208	Copies	15,620	17,000	1,380	8.83%
101-100-15-25-4210	Operating Supplies	8,500	8,500	-	
101-100-15-25-4212	Other Operations Expenses	2,400	2,400	-	
101-100-15-25-4213	Safety Training/Expenses	5,000	5,000	-	
101-100-15-25-4215	Uniforms/Clothing	600	1,000	400	66.67%
101-100-15-25-4217	Cleaning Services	13,600	14,940	1,340	9.85%
101-100-15-25-4220	Advertising	2,000	1,200	(800)	-40.00%
101-100-15-25-4225	Sanitation/Garbage Removal	4,800	5,280	480	10.00%
101-100-15-25-4230	Telephone/Internet	14,880	-	(14,880)	-100.00%
101-100-15-25-4230	Telephone/Internet - Ring Central		8,820	8,820	100.0%
101-100-15-25-4230	Telephone/Internet - Charter Fiber		9,300	9,300	100.0%
101-100-15-25-4230	Telephone/Internet - Charter Reader Board		924	924	100.0%
101-100-15-25-4230	Telephone/Internet - Charter Internet		1,200	1,200	100.0%
101-100-15-25-4230	Telephone/Internet - Employee Cell Phones		2,400	2,400	100.0%
101-100-15-25-4230	Telephone/Internet - Windstream		600	600	100.0%
101-100-15-25-4235	Postage Machine Lease	3,200	1,600	(1,600)	-50.00%
101-100-15-25-4235	Postage		692	692	100.0%
101-100-15-25-4238	Training/Schools	10,000	10,000	-	
101-100-15-25-4238	Training/Schools - GFOA NATIONAL	-	3,000	3,000	100.0%
101-100-15-25-4240	Travel/Mileage	2,000	1,200	(800)	-40.00%
101-100-15-25-4243	Meals	1,000	1,000	-	
101-100-15-25-4250	Liability Insurance	9,850	10,933	1,083	11.00%
101-100-15-25-4260	Subscriptions/Dues	140	-	(140)	-100.00%
101-100-15-25-4260	Subscriptions/Dues- LMC Dues	13,000	13,761	761	5.85%

Administration/Finance – (continued)

Expenditures – (continued)

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-100-15-25-4260	Subscriptions/Dues - Compost Peer Group CA	1,600	1,600	-	
101-100-15-25-4260	Subscriptions/Dues - Leadership Group CA	600	-	(600)	-100.00%
101-100-15-25-4260	Subscriptions/Dues - MNGFOA	70	70	-	
101-100-15-25-4260	Subscriptions/Dues - MCFOA	150	150	-	
101-100-15-25-4260	Subscriptions/Dues - GFOA	190	190	-	
101-100-15-25-4260	Subscriptions/Dues - Amazon Prime	500	500	-	
101-100-15-25-4260	Subscriptions/Dues - MNCPA	-	365	365	100.0%
101-100-15-25-4260	Subscriptions/Dues - CMSHRM	-	150	150	100.0%
101-100-15-25-4260	Subscriptions/Dues - SHRM	-	275	275	100.0%
101-100-15-25-4260	Subscriptions/Dues - MAMA - City Admin Group	-	100	100	100.0%
101-100-15-25-4300	Awards - Employee Los	100	100	-	
101-100-15-25-4413	Equipment/Accessories	3,000	2,000	(1,000)	-33.33%
101-100-15-25-4540	Repair/Maintenance Buildings	8,000	8,000	-	
101-100-15-25-4545	Repair/Maintenance Equipment	1,000	1,000	-	
101-100-15-25-4570	Electricity	19,800	20,000	200	1.01%
101-100-15-25-4580	Natural Gas	7,513	7,000	(513)	-6.83%
101-100-15-25-4582	Solar Credit	(500)	(1,000)	(500)	100.00%
101-100-15-25-4590	Water/Sewer Utilities	7,940	8,337	397	5.00%
101-100-15-71-4612	Transfers Out - CIP- 196 - Street Maintenance/projects	270,000	270,000	-	
101-100-15-71-4612	Transfers Out - to Fund 141 for IFL to Sewer	25,000	25,000	-	
		\$ 853,845	\$ 883,655	\$ 29,810	3.49%

Revenues

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-015-3101	RE & PP Taxes-Current	\$ 4,600,040	\$ 5,134,753	\$ 534,713	11.62%
101-015-3101	Less TIF	(87,566)	(88,442)	(876)	1.00%
101-015-3102	RE & PP Taxes-Delinquent	25,000	25,000	-	
101-015-3104	RE & PP Tax - Abatements	(57,050)	(92,050)	(35,000)	61.35%
101-015-3107	Less Township Repayment	(94,077)	(99,722)	(5,645)	6.00%
101-015-3108	Solar/Wind Production	2,000	2,000	-	
101-015-3109	Penalty & Interest - Taxes	26,861	6,000	(20,861)	-77.66%
101-015-3110	Market Value Homestead Credit	135	100	(35)	-25.93%
101-015-3155	Transfer In-Revenue	450,000	450,000	-	
101-015-3160	Inter-Govt Revenue	1,000	1,000	-	
101-015-3180	Franchise Fees - Utilities	450,303	451,263	960	0.21%
101-015-3195	Sanitation License	1,050	900	(150)	-14.29%
101-015-3198	Dock Permits	3,500	3,500	-	
101-015-3201	Peddler License/Permit	1,000	1,000	-	
101-015-3202	Firework Permits	100	100	-	
101-015-3210	Massage License	375	375	-	
101-015-3211	Liquor License	30,100	30,100	-	
101-015-3213	Non-Intox/Off-Sale License	250	250	-	
101-015-3218	Cigarette License	1,300	1,300	-	
101-015-3375	Miscellaneous Revenue	230	200	(30)	-13.04%
101-015-3376	Insurance Proceeds & Dividends	2,500	2,500	-	
101-015-3411	Copies	10	10	-	
101-015-3417	Assessment Searches	1,500	1,500	-	
101-015-3610	Prop Tx Paid Special Assessmt	3,000	1,000	(2,000)	-66.67%
101-015-3940	Lease/Rental Income	30,885	31,503	618	2.00%
101-015-3991	Leases Interest Revenue	3,961	4,040	79	2.00%
101-015-3995	Unrealized Gain	5,000	5,000	-	
101-015-3999	Interest Earned	32,000	59,534	27,534	86.04%
101-015-4151	Refunds & Reimbursements	500	500	-	
101-015-4155	Reimbursements - Wellness Progr	200	200	-	
101-015-4156	Credit Card Rebates	2,500	2,500	-	
		\$5,436,607	\$5,935,915	\$ 499,308	9.18%

Capital Expenditures

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
199-015-3105	City Hall Remodel/Repairs - LGA	\$ 25,000	\$ 25,000	-	
196-015-3155	Street Maintenance Fund - GF (Franchise Fees)	270,000	270,000	-	
		\$ 295,000	\$ 295,000	\$ -	

Information Technology

Expenditures

		2024-2025			
Account Number	Description	2024	2025	\$	%
		Adopted Budget	Adopted Budget		
101-105-15-20-4129	Computer Consultant	\$ 36,720	\$ 37,454	\$ 734	2.00%
101-105-10-25-4135	Software-code codification services	5,000	5,000	-	
101-105-15-25-4130	Computers/Software -Wire Access Points (3 yr)	-	2,000	2,000	100.0%
101-105-15-25-4130	Software - VEEAM	250	450	200	80.00%
101-105-15-25-4130	Software - Spam Filter (Marco)	288	288	-	
101-105-15-25-4130	Software - Cisco Firewall Support (Marco)	250	250	-	
101-105-15-25-4130	Software -Threat Defense (Marco)	433	-	(433)	-100.00%
101-105-15-25-4130	Software - Digicert - email certificate 3 years	-	2,500	2,500	100.0%
101-105-15-25-4130	Software - DROP BOX	120	120	-	
101-105-15-25-4130	Software - ZOOM	161	161	-	
101-105-15-25-4130	Software - ADOBE	1,440	1,560	120	8.33%
101-105-15-25-4130	Software - MFA - (Marco)	-	396	396	100.0%
101-105-15-25-4130	Software - Laserfische - Cities Digital	7,200	8,215	1,015	14.10%
101-105-15-25-4130	Software - Civicsystem	13,000	15,000	2,000	15.38%
101-105-15-25-4130	Software - Backup	2,000	2,000	-	
101-105-15-25-4130	Software - Thawte SSI Web Service - Digicert 3 yr	700	-	(700)	-100.00%
101-105-15-25-4130	Software - Survey Monkey - HR	-	468	468	100.0%
101-105-50-25-4130	Software-800 MHZ RADIOS	-	560	560	100.0%
101-105-52-25-4130	Software - Fleet/Equipment maint	1,500	1,500	-	
101-105-55-25-4130	Software - CloudEase Parking	750	750	-	
101-105-30-25-4130	Computers/Software - Permit Works	3,100	-	(3,100)	-100.00%
101-105-40-25-4130	Software - Auto Cad	1,700	1,500	(200)	-11.76%
101-105-55-25-4130	Software-wife wireless router	1,000	-	(1,000)	-100.00%
101-105-55-25-4130	Software - Ring Protect - Lakeside Park	200	200	-	
101-105-56-25-4130	Software - Canva software	200	200	-	
101-105-56-25-4130	Software - QR software	-	200	200	100.0%
101-105-75-25-4130	Software - Liftoff	4,715	5,000	285	6.04%
101-105-75-25-4130	Software - ScheduleAnywhere	756	-	(756)	-100.00%
101-105-75-25-4130	Software - WRIKE Investigator	1,000	1,000	-	
101-105-75-25-4130	Software - Safe Cloud CAL License (Tracker)	1,450	2,000	550	37.93%
101-105-75-25-4130	Software - Certified Crime Fighter	1,568	1,666	98	6.25%
101-105-75-25-4130	Software -Guardian Tracker	1,200	3,200	2,000	166.67%
101-105-75-25-4130	Software - DATAPILOT - Investigators	1,095	1,095	-	

Information Technology – (continued)

Expenditures – (continued)

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-105-75-25-4130	Software- BCA	600	600	-	
101-105-75-25-4130	Software-800 MHZ Radios	2,320	2,720	400	17.24%
101-105-75-25-4130	Software - Netmotion	1,211	1,211	-	
101-105-75-25-4130	Software - Prophoenix	6,000	12,000	6,000	100.00%
101-105-75-25-4130	Software - First Two - Investigation	-	2,400	2,400	100.0%
101-105-75-25-4130	Software -Pace Schedule	-	2,000	2,000	100.0%
101-105-75-25-4130	Software - ADOBE	500	500	-	
101-105-75-25-4130	Software - ARLO/RING	500	500	-	
101-105-75-25-4130	Software - 2knowU - Language software	422	750	328	77.73%
101-105-75-25-4130	Software -Windscribe	1,000	1,200	200	20.00%
101-105-75-25-4130	Software - Traffic Suite	-	1,500	1,500	100.0%
101-105-15-25-4131	Security Asscess Card System	2,500	2,575	75	3.00%
101-105-75-25-4132	Electronic Data-Axon - includes Auto transcribe	25,000	25,000	-	
101-105-75-25-4132	Electronic Data-CJDN CONNECT (SHERBURNE CTY)	800	800	-	
101-105-15-25-4134	Website	6,950	7,550	600	8.63%
101-105-15-25-4134	Website - WEATHER ALERTS	2,800	3,500	700	25.00%
101-105-15-25-4413	Equipment	1,000	1,000	-	
101-105-05-71-4612	Capital Transfers to Fund 194 - Computer Fund	9,000	-	(9,000)	-100.00%
101-105-15-71-4612	Capital Transfers to Fund 194 - Computer Fund	10,000	10,000	-	
		\$158,399	\$170,539	\$ 12,140	7.66%

Capital Expenditures

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
194-105-3155	Computer Replacement Fund - GF	\$ 19,000	\$ 10,000	\$ (9,000)	-47.37%
194-105-3105	Computer Replacement Fund - LGA (Police Squad)	7,500	7,500	-	
		\$ 26,500	\$ 17,500	\$ (9,000)	-33.96%

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PUBLIC SAFETY BUDGETS

- POLICE
- FIRE
- BUILDING

Police

Expenditures

Account Numl Description	16 officers	17 officers	2024-2025	
	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-300-75-05-4 Wages	\$ 1,619,017	\$ 1,888,544	\$ 269,527	16.65%
101-300-75-05-4 Overtime Wages	38,957	37,667	(1,290)	-3.31%
101-300-75-05-4 Overtime Wages - K9	-	14,021	14,021	100.0%
101-300-75-05-4 Overtime Wages/Grant	15,000	15,000	-	
101-300-75-05-4 Insurance Benefits (er)	244,729	275,158	30,429	12.43%
101-300-75-05-4 HSA Accounts	14,293	25,002	10,709	74.92%
101-300-75-05-4 F.I.C.A./Medicare (er)	33,435	36,665	3,230	9.66%
101-300-75-05-4 F.I.C.A./Medicare (er)/Grant	200	200	-	
101-300-75-05-4 PFMLA	5,583	8,162	2,579	46.19%
101-300-75-05-4 P.E.R.A. (er)	10,994	10,158	(836)	-7.60%
101-300-75-05-4 P.E.R.A. - Police/Fire (er)	269,323	319,137	49,814	18.50%
101-300-75-05-4 P.E.R.A. - Police/Fire (er)/Grant	2,655	2,655	-	
101-300-75-05-4 Workers Comp	142,958	164,958	22,000	15.39%
101-300-75-20-4 Audit	4,000	4,700	700	17.50%
101-300-75-20-4 Audit - body cameras	1,000	1,000	-	
101-300-75-20-4 Legal	5,000	5,000	-	
101-300-75-20-4 Other Consultants	700	700	-	
101-300-75-20-4 Court Fines	20,600	20,000	(600)	-2.91%
101-300-75-20-4 Medical Exams	2,000	2,000	-	
101-300-75-25-4 Bank or Collection Charges	600	300	(300)	-50.00%
101-300-75-25-4 Crime Prevention	250	250	-	
101-300-75-25-4 Printing - Newsletter etc	850	850	-	
101-300-75-25-4 Copies	2,460	3,000	540	21.95%
101-300-75-25-4 Operating Supplies	7,000	8,500	1,500	21.43%
101-300-75-25-4 Medical Supplies	2,500	3,500	1,000	40.00%
101-300-75-25-4 Other Operations Expenses	12,000	8,500	(3,500)	-29.17%
101-300-75-25-4 Police Body Armor	4,000	4,000	-	
101-300-75-25-4 Uniforms/Clothing	24,450	25,300	850	3.48%
101-300-75-25-4 Fire Arms	5,300	3,000	(2,300)	-43.40%
101-300-75-25-4 Advertising	1,000	1,200	200	20.00%
101-300-75-25-4 Ammo	5,000	7,300	2,300	46.00%
101-300-75-25-4 Telephone/Internet	22,800	23,760	960	4.21%
101-300-75-25-4 Postage	1,000	500	(500)	-50.00%
101-300-75-25-4 Training/Schools	20,000	22,500	2,500	12.50%
101-300-75-25-4 Training/Schools-Online Training (Police On	2,500	2,500	-	
101-300-75-25-4 Travel/Mileage	200	200	-	
101-300-75-25-4 Meals	500	1,000	500	100.00%
101-300-75-25-4 Liability Insurance	46,717	49,812	3,095	6.62%

Police Expenditures – (continued)

		2024-2025			
Account Numl Description		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-300-75-25-4	Emergency Management	1,000	1,000	-	
101-300-75-25-4	Police K-9 Expenditures	10,000	10,000	-	
101-300-75-25-4	Spud Fest	250	250	-	
101-300-75-25-4	Contractors Hired - Towing	500	500	-	
101-300-75-25-4	Subscriptions/Dues (MISC,POST)	4,905	2,000	(2,905)	-59.23%
101-300-75-25-4	Subscriptions/Dues-MN CHIEFS ASSOC	600	600	-	
101-300-75-25-4	Subscriptions/Dues-MPPOA	1,200	1,500	300	25.00%
101-300-75-25-4	Subscriptions/Dues-LEGAL DEFENSE FUN	900	900	-	
101-300-75-25-4	Subscriptions/Dues-TRI COUNTY LAW E	75	75	-	
101-300-75-25-4	Awards - Employee LOS	100	100	-	
101-300-75-25-4	Emergency Access Key Box	320	-	(320)	-100.00%
101-300-75-25-4	Motor Fuel	50,000	50,000	-	
101-300-75-25-4	Tires	5,000	7,500	2,500	50.00%
101-300-75-25-4	Equipment/Accessories	10,000	10,000	-	
101-300-75-25-4	Vehicle Maintenance	15,000	20,000	5,000	33.33%
101-300-75-25-4	Repair/Maintenance Equipment	3,000	1,000	(2,000)	-66.67%
101-300-75-25-4	Repair/Maintenance Equipment - FIRE WO	-	1,000	1,000	100.0%
101-300-75-71-4	Capital Transfer - 199 Replace Taser	12,611	12,611	-	
101-300-80-25-4	Animal Control	1,000	1,000	-	
		\$ 2,706,032	\$ 3,116,735	\$ 410,703	15.18%

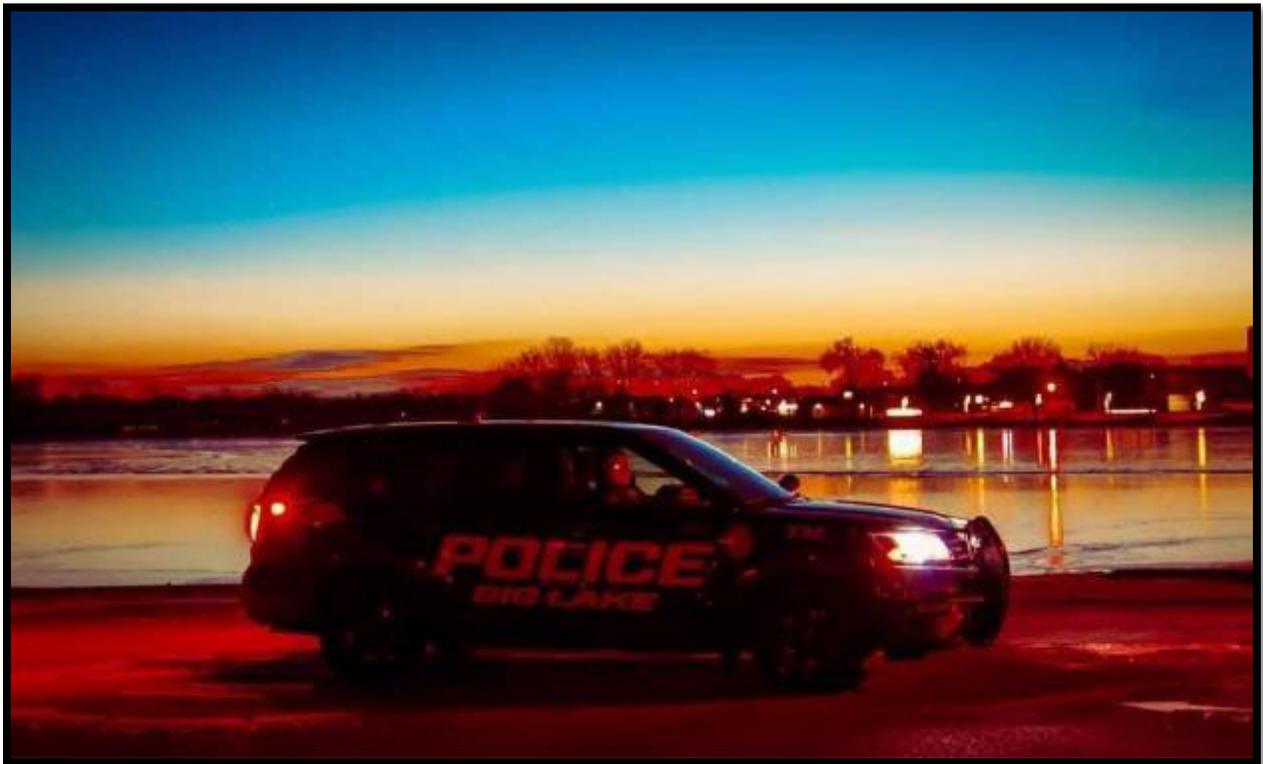
Revenues

		2024-2025			
Account Number	Description	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-075-3117	State Aid - Police	\$ 132,000	\$ 135,000	\$ 3,000	2.27%
101-075-3160	Inter-Govt Revenue-Training/Insurance	12,000	12,000	-	
101-075-3375	Miscellaneous Revenue	2,500	2,500	-	
101-075-3411	Copies	100	100	-	
101-075-3511	Court Fines	35,000	37,000	2,000	5.71%
101-075-3512	Parking Fines	6,000	6,000	-	
101-075-3513	Other Fines/Fees	6,000	6,000	-	
101-075-4200	Other Grant Proceeds	1,800	1,800	-	
101-075-4210	Federal Grant Proceeds	1,800	1,800	-	
101-075-4211	Towards Zero Deaths Grant	17,855	17,855	-	
		\$ 215,055	\$ 220,055	\$ 5,000	2.32%

Police – (continued)

Capital Expenditures

Account Numl Description	2024-2025			
	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
199-000-75-70-4 Replace Police Vehicle - LGA	\$ 106,090	\$ 70,000	(36,090)	-34.02%
199-000-75-70-4 Replace Motorola Portable Radios - LGA	20,000	-	(20,000)	-100.00%
199-075-3910 Sale of Vehicles	(17,000)	-	17,000	-100.00%
199-075-3155 Replace Tazers - GF	12,611	12,611	-	
	\$ 121,701	\$ 82,611	\$ (39,090)	-32.12%



Fire

Expenditures

		City Portion Only 2024-2025			
Account Number	Description	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-300-85-05-4015	Fire Department Relief Assoc.	\$ 4,000	\$ 4,000	\$ -	
101-300-85-25-4200	Printing - Newsletter etc	850	850	-	
101-300-85-25-4208	Copies	610	600	(10)	-1.64%
101-300-85-25-4258	Fire Projection Services - JPB	219,018	230,468	11,450	5.23%
101-300-85-45-4015	Fire Department Relief Assoc.	113,000	113,000	-	
101-300-85-71-4612	Capital Transfers -Computers replaced 5/yrs	-	3,250	3,250	100.0%
		\$ 337,478	\$ 352,168	\$ 14,690	4.35%

Revenues

		City Portion Only 2024-2025			
Account Number	Description	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-085-3118	State Aid - Fire	\$ 110,000	\$ 110,000	\$ -	
101-085-3119	State Aid Fire Relief	3,000	3,000	-	
		\$ 113,000	\$ 113,000	\$ -	

Capital Expenditures

		City Portion Only 2024-2025			
Account Number	Description	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
199-085-3155	Truck Bay - Floor Sealing -LGA 2018 ON	\$ 27,500	\$ -	(27,500)	-100.00%
199-085-3155	Ladder 1 replace - LGA ttl \$900K	200,000	200,000	-	
199-085-3155	Engine replace - LGA ttl 1M	35,000	35,000	-	
199-085-3155	Side by Side - \$15,000	15,000	-	(15,000)	-100.00%
199-2921	Ladder 1 replace - CIP Designated Funds ttl \$1.	200,000	1,250,000		
199-000-85-70-4316	Capital Expenditures - Thermal Image Cameras	7,500	-	(7,500)	-100.00%
199-000-85-70-4316	Capital Expenditures - Computer replacment - C	-	3,250	3,250	100.0%
		\$ 485,000	#####	\$ (46,750)	-9.64%

Building

Expenditures

		2024-2025			
Account Number	Description	2024	2025	\$	%
		Adopted Budget	Adopted Budget		
101-100-30-05-40	Wages	155,686	56,660	(99,026)	-63.61%
101-100-30-05-40	Overtime Wages	500	-	(500)	-100.00%
101-100-30-05-40	Insurance Benefits (er)	14,289	13,747	(542)	-3.79%
101-100-30-05-40	HSA Accounts	1,200	1,151	(49)	-4.08%
101-100-30-05-40	F.I.C.A./Medicare (er)	11,911	4,336	(7,575)	-63.60%
101-100-30-05-40	PFMLA	546	251	(295)	-54.03%
101-100-30-05-40	P.E.R.A. (er)	4,029	4,251	222	5.51%
101-100-30-05-40	W/C Insurance	1,129	636	(493)	-43.67%
101-100-30-20-41	Audit	721	810	89	12.34%
101-100-30-20-41	Legal	100	50	(50)	-50.00%
101-100-30-25-42	Printing - Newsletter	850	850	-	
101-100-30-25-42	Operating Supplies	2,000	1,000	(1,000)	-50.00%
101-100-30-25-42	Other Operations Expenses	100	100	-	
101-100-30-25-42	Uniforms/Clothing	100	100	-	
101-100-30-25-42	Telephone/Internet	1,560	1,032	(528)	-33.85%
101-100-30-25-42	Postage	100	100	-	
101-100-30-25-42	Training/Schools	2,000	1,000	(1,000)	-50.00%
101-100-30-25-42	Travel/Mileage	300	100	(200)	-66.67%
101-100-30-25-42	Meals	50	50	-	
101-100-30-25-42	Liability Insurance	900	1,180	280	31.11%
101-100-30-25-42	Contractors Hired	25,000	119,000	94,000	376.00%
101-100-30-25-42	Subscriptions/Dues	500	150	(350)	-70.00%
101-100-30-25-44	Motor Fuel	1,250	250	(1,000)	-80.00%
101-100-30-25-44	State SurCharge Bldg. Permit	13,000	16,000	3,000	23.08%
101-100-30-25-44	Equipment/Accessories	100	100	-	
101-100-30-25-44	Vehicle Maintenance	1,000	200	(800)	-80.00%
		\$ 238,921	\$ 223,104	\$ (15,817)	-6.62%

Building – (continued)

Revenues

		2024-2025			
Account Number	Description	2024	2025	\$	%
		Adopted Budget	Adopted Budget		
101-030-3221	Building Permits	\$ 189,320	\$ 219,320	\$ 30,000	15.85%
101-030-3222	State Surcharge on Bldg Pmts	15,000	16,000	1,000	6.67%
101-030-3229	Seed/Sod Escrow Permit	4,000	1,500	(2,500)	-62.50%
101-030-3241	Building - Plan Review Fee	140,000	150,000	10,000	7.14%
101-030-3242	Building - Other Permits	150,000	180,000	30,000	20.00%
101-030-3250	Rental Inspection Fees - Multi Family	17,000	17,000	-	
101-030-3251	Rental License Fees - Single/Duplex	6,000	6,000	-	
101-030-3375	Miscellaneous Revenue	1,750	1,750	-	
101-030-3418	Administrative Charges	25	25	-	
101-030-3513	Other Fines/Fees	100	250	150	150.00%
		\$ 523,195	\$ 591,845	\$ 68,650	13.12%



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STREETS & HIGHWAYS BUDGETS

- ENGINEERING
- STREETS
- FLEET and EQUIPMENT
MAINTENANCE

Engineering

Expenditures

		FT-tech		2024-2025	
Account Number	Description	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-200-40-05-4002	Wages	\$ 67,677	\$ 85,651	\$ 17,974	26.56%
101-200-40-05-4002	Sick & Safe Time Leave - PT	232	-	(232)	-100.00%
101-200-40-05-4004	Overtime Wages	300	300	-	
101-200-40-05-4008	Insurance Benefits (er)	10,531	16,960	6,429	61.05%
101-200-40-05-4009	HSA Accounts	300	1,126	826	275.33%
101-200-40-05-4010	F.I.C.A./Medicare (er)	5,197	6,555	1,358	26.14%
101-200-40-05-4021	PFMLA	239	379	140	58.52%
101-200-40-05-4012	P.E.R.A. (er)	4,558	6,425	1,867	40.96%
101-200-40-05-4016	W/C Insurance	1,130	1,188	58	5.13%
101-200-40-20-4140	Audit	361	450	89	24.65%
101-200-40-20-4150	Engineering	10,000	7,500	(2,500)	-25.00%
101-200-40-20-4170	Legal	500	500	-	
101-200-40-25-4200	Printing-Newsletter etc	850	850	-	
101-200-40-25-4210	Operating Supplies	1,000	1,000	-	
101-200-40-25-4212	Other Operations Expenses	250	250	-	
101-200-40-25-4215	Uniforms/Clothing	50	100	50	100.00%
101-200-40-25-4220	Advertising	50	50	-	
101-200-40-25-4230	Telephone/Internet	1,104	1,200	96	8.70%
101-200-40-25-4235	Postage	25	50	25	100.00%
101-200-40-25-4238	Training/Schools	1,500	2,000	500	33.33%
101-200-40-25-4240	Travel/Mileage	100	100	-	
101-200-40-25-4243	Meals	100	100	-	
101-200-40-25-4250	Liability Insurance	1,100	1,480	380	34.55%
101-200-40-25-4260	Subscriptions/Dues	500	500	-	
101-200-40-25-4405	Motor Fuel	1,200	1,200	-	
101-200-40-25-4413	Equipment/Accessories	500	500	-	
101-200-40-25-4430	Vehicle Maintenance	1,000	1,000	-	
101-200-40-25-4545	Repair/Maintenance Equipment	500	500	-	
		\$ 110,854	\$ 137,914	\$ 27,060	24.41%

Streets

Expenditures

Account Number	Description	addtl FTE		2024-2025	
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-200-50-05-4002	Wages	\$ 150,498	\$ 174,327	\$ 23,829	15.83%
101-200-50-05-4002	Sick & Safe Time Leave - PT	213	-	(213)	-100.00%
101-200-50-05-4004	Overtime Wages	5,443	6,453	1,010	18.56%
101-200-50-05-4006	On Call Pay	14,850	33,000	18,150	122.22%
101-200-50-05-4008	Insurance Benefits (er)	7,186	4,794	(2,392)	-33.29%
101-200-50-05-4009	HSA Accounts	750	450	(300)	-40.00%
101-200-50-05-4010	F.I.C.A./Medicare (er)	13,083	16,356	3,273	25.02%
101-200-50-05-4021	PFMLA	599	941	342	57.10%
101-200-50-05-4012	P.E.R.A. (er)	12,826	16,035	3,209	25.02%
101-200-50-05-4016	WC Insurance	33,373	45,043	11,670	34.97%
101-200-50-05-4020	Union Insurance	40,680	57,840	17,160	42.18%
101-200-50-20-4140	Audit	3,600	4,200	600	16.67%
101-200-50-20-4150	Engineering	500	-	(500)	-100.00%
101-200-50-20-4170	Legal	300	300	-	
101-200-50-20-4185	Other Consult-Med Exams	500	500	-	
101-200-50-25-4200	Printing - newsletter	850	850	-	
101-200-50-25-4208	Copies	1,780	2,040	260	14.61%
101-200-50-25-4210	Operating Supplies	7,000	7,350	350	5.00%
101-200-50-25-4212	Other Operations Expenses	2,000	2,000	-	
101-200-50-25-4215	Uniforms/Clothing	1,200	2,000	800	66.67%
101-200-50-25-4217	Cleaning Services	-	6,900	6,900	100.0%
101-200-50-25-4218	Boots/Shoes - per Union Contract	1,625	1,400	(225)	-13.85%
101-200-50-25-4220	Advertising	250	100	(150)	-60.00%
101-200-50-25-4225	Sanitation/Garbage Removal	3,500	3,840	340	9.71%
101-200-50-25-4230	Telephone/Internet	5,460	7,320	1,860	34.07%
101-200-50-25-4230	Telephone/Internet - new Ipads for EE	2,880	2,880	-	
101-200-50-25-4235	Postage	500	500	-	
101-200-50-25-4238	Training/Schools	1,000	1,000	-	
101-200-50-25-4240	Travel/Mileage	200	100	(100)	-50.00%
101-200-50-25-4243	Meals	200	200	-	
101-200-50-25-4250	Liability Insurance	13,516	13,735	219	1.62%
101-200-50-25-4255	Rent/Lease	3,500	3,500	-	
101-200-50-25-4257	Contractors Hired	10,000	10,000	-	

Streets – (continued)

Streets Expenditures – (continued)

Account Number	Description	addtl FTE		2024-2025	
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-200-50-25-4260	Subscriptions/Dues-MN DEPT OF LA	50	50	-	
101-200-50-25-4260	HEALTH - CDL	130	130	-	
101-200-50-25-4260	Subscriptions/Dues-GOPHER ONE	20	20	-	
101-200-50-25-4260	Subscriptions/Dues-SUSA - Norm	125	125	-	
101-200-50-25-4260	RADIOS	560	-	(560)	-100.00%
101-200-50-25-4300	Awards - Employee LOS	100	100	-	
101-200-50-25-4315	Compost/Woodchipper	40,000	40,000	-	
101-200-50-25-4320	Sand/Salt	60,000	65,960	5,960	9.93%
101-200-50-25-4325	Class 5	1,000	1,000	-	
101-200-50-25-4335	Striping	10,000	10,000	-	
101-200-50-25-4340	Hot Mix	17,000	17,000	-	
101-200-50-25-4360	Sealcoat/Crackfill	27,500	30,250	2,750	10.00%
101-200-50-25-4395	Signs/Banner	5,000	5,000	-	
101-200-50-25-4405	Motor Fuel	30,000	30,900	900	3.00%
101-200-50-25-4413	Equipment/Accessories	500	500	-	
101-200-50-25-4540	Repair/Maintenance Buildings	5,000	3,440	(1,560)	-31.20%
101-200-50-25-4540	Repair/Maintenance Buildings - WH SI	-	1,560	1,560	100.0%
101-200-50-25-4570	Electricity	8,000	6,000	(2,000)	-25.00%
101-200-50-25-4575	Electricity (Street Lights)	123,200	114,400	(8,800)	-7.14%
101-200-50-25-4580	Natural Gas	7,000	7,070	70	1.00%
101-200-50-25-4582	Solar Credit	(1,000)	(1,050)	(50)	5.00%
101-200-50-25-4590	Water/Sewer Utilities	6,500	6,825	325	5.00%
101-200-50-71-4612	Capital Equipment Transfer - 199	5,000	5,000	-	
		\$ 685,547	\$ 770,234	\$ 84,687	12.35%

Revenues

Account Number	Description	2024-2025		\$ Change	% Change
		2024 Adopted Budget	2025 Adopted Budget		
101-050-3161	Clean-up Day / SCORE Grant	\$ 40,000	\$ 40,000	\$ -	
101-050-3197	Compost Access Permit	100	100	-	
101-050-3220	R-O-W Permit Fees	1,000	1,500	500	50.00%
101-050-3365	Road/Maintenance Aid	135,000	153,024	18,024	13.35%
101-050-3412	City Maint. Services	5,000	5,000	-	
101-050-3450	Street Light Fees	175,200	177,000	1,800	1.03%
101-050-4151	Refunds & Reimbursements	1,500	1,500	-	
101-050-4154	Reimbursements - BL Township	1,000	-	(1,000)	-100.00%
		\$ 358,800	\$ 378,124	\$ 19,324	5.39%

Streets – (continued)

Capital Expenditures

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
199-050-3155	Misc Equipment Replacement Fund - GF	\$ 5,000	\$ 5,000	-	
196-050-3180	Street Maintenance Fund-Franchise Fees	270,000	270,000	-	
199-000-50-70-4316	Replace 1998 624-H loader #98 - LGA	210,000	-	(210,000)	-100.00%
199-000-50-70-4316	Replace 2002 Chev 2500 #32 - LGA	70,000	-	(70,000)	-100.00%
		\$ 555,000	\$ 275,000	\$ (280,000)	-50.45%



Fleet and Equipment Maintenance

Expenditures

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-200-52-05-4002	Wages	\$ 88,908	\$ 95,710	6,802	7.65%
101-200-52-05-4004	Overtime Wage	500	750	250	50.00%
101-200-52-05-4008	Insurance Benefits (er)	4,005	4,530	525	13.11%
101-200-52-05-4009	HSA Accounts	450	450	-	
101-200-52-05-4010	F.I.C.A./Medicare (er)	6,803	7,324	521	7.66%
101-200-52-05-4021	PFLMA	312	422	110	35.30%
101-200-52-05-4012	P.E.R.A. (er)	6,669	7,180	511	7.66%
101-200-52-05-4016	W/C Insurance	4,319	4,536	217	5.02%
101-200-52-05-4020	Union Insurance	27,120	28,920	1,800	6.64%
101-200-52-20-4185	Other Consult-Med Exams	100	100	-	
101-200-52-25-4210	Operating Supplies	2,000	2,500	500	25.00%
101-200-52-25-4212	Other Operations Expenses	200	500	300	150.00%
101-200-52-25-4215	Uniforms/Clothing	600	600	-	
101-200-52-25-4218	Boots/Shoes - per Union Contract	650	700	50	7.69%
101-200-52-25-4230	Telephone/Internet	1,200	1,200	-	
101-200-52-25-4230	Telephone/Internet - New Ipads	960	960	-	
101-200-52-25-4238	Training/Schools	200	200	-	
101-200-52-25-4240	Travel/Mileage	50	50	-	
101-200-52-25-4243	Meals	50	50	-	
101-200-52-25-4255	Rent/Lease	-	250	250	100.0%
101-200-52-25-4260	Subscriptions/Dues	200	200	-	
101-200-52-25-4385	Shop Materials/Tools	7,000	7,000	-	
101-200-52-25-4390	Small tools	1,000	1,000	-	
101-200-52-25-4405	Motor Fuel	3,000	3,500	500	16.67%
101-200-52-25-4410	Tires	10,000	10,300	300	3.00%
101-200-52-25-4413	Equipment/Accessories	1,500	2,000	500	33.33%
101-200-52-25-4431	Vehicle Maintenance - Streets	10,000	12,000	2,000	20.00%
101-200-52-25-4432	Vehicle Maintenance - Parks	3,000	2,500	(500)	-16.67%
101-200-52-25-4433	Vehicle Maintenance - Shop	100	100	-	
101-200-52-25-4434	Vehicle Maintenance - Fire	500	500	-	
101-200-52-25-4546	Repair/Maintenance Equipment - Streets	23,000	24,150	1,150	5.00%
101-200-52-25-4547	Repair/Maintenance Equipment - Parks	10,000	10,000	-	
101-200-52-25-4585	Oil	2,000	2,000	-	
		\$216,396	\$ 232,182	\$ 15,786	7.29%

Fleet – (continued)

Revenues

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-052-3413	Fleet Service Maintenance	\$ 800	\$ 1,000	\$ 200	25.00%
		\$ 800	\$ 1,000		



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CULTURE & RECREATION BUDGETS

- PARKS
- BIG LAKE COMMUNITY
SERVICE CENTER –
LIBRARY
- RECREATION –
COMMUNICATION –
COMMUNITY

Parks

Expenditures

Account Number	Description	addtl FTE		2024-2025	
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-200-55-05-4002	Wages	\$ 265,657	\$ 293,695	\$ 28,038	10.55%
101-200-55-05-4002	Sick & Safe Time Leave - PT	3,241	3,105	(136)	-4.20%
101-200-55-05-4004	Overtime Wages	1,000	1,000	-	
101-200-55-05-4008	Insurance Benefits (er)	7,186	4,794	(2,392)	-33.29%
101-200-55-05-4009	HSA Accounts	750	450	(300)	-40.00%
101-200-55-05-4010	F.I.C.A./Medicare (er)	20,571	22,706	2,135	10.38%
101-200-55-05-4021	PFMLA	942	1,307	365	38.75%
101-200-55-05-4012	P.E.R.A. (er)	17,170	19,126	1,956	11.39%
101-200-55-05-4016	Worker's Comp Insurance	22,757	14,578	(8,179)	-35.94%
101-200-55-05-4020	Union Insurance	54,240	57,840	3,600	6.64%
101-200-55-20-4140	Audit	2,524	3,200	676	26.78%
101-200-55-20-4150	Engineering	2,000	2,000	-	
101-200-55-20-4170	Legal	100	100	-	
101-200-55-20-4185	Other Consultants-Medical Exams	300	300	-	
101-200-55-25-4200	Printing - Newsletter etc	850	850	-	
101-200-55-25-4208	Copies	1,780	2,040	260	14.61%
101-200-55-25-4210	Operating Supplies	25,000	20,000	(5,000)	-20.00%
101-200-55-25-4211	Lakeside Park Supplies	5,000	5,000	-	
101-200-55-25-4212	Other Operations Expenses	1,000	2,000	1,000	100.00%
101-200-55-25-4213	Park Irrigation Supplies	5,000	5,000	-	
101-200-55-25-4215	Uniforms/Clothing	2,000	2,000	-	
101-200-55-25-4218	Boots/Shoes - per Union Contract	975	1,400	425	43.59%
101-200-55-25-4220	Advertising	1,500	2,000	500	33.33%
101-200-55-25-4225	Sanitation/Garbage Removal	13,000	10,000	(3,000)	-23.08%
101-200-55-25-4230	Telephone/Internet	4,620	2,400	(2,220)	-48.05%
101-200-55-25-4230	Telephone/Internet - Verizon - Irrigation App	-	1,800	1,800	100.0%
101-200-55-25-4230	Telephone/Internet - New Ipads for EE	2,880	3,360	480	16.67%
101-200-55-25-4235	Postage	150	200	50	33.33%
101-200-55-25-4238	Training/Schools	600	600	-	
101-200-55-25-4243	Meals	200	200	-	
101-200-55-25-4250	Liability Insurance	32,823	29,259	(3,564)	-10.86%
101-200-55-25-4255	Rent/Lease	3,000	3,000	-	
101-200-55-25-4257	Contractors Hired - boat inspections	5,000	6,000	1,000	20.00%
101-200-55-25-4260	Subscriptions/Dues - VAULT HEALTH CDL	150	150	-	
101-200-55-25-4260	Subscriptions/Dues - ISA MEMBERSHIP(ARBOR	-	320	320	100.0%
101-200-55-25-4260	Subscriptions/Dues - MN REC & PARK - Corrie	200	200	-	
101-200-55-25-4260	Subscriptions/Dues - MN REC & PARK - Norm	200	200	-	
101-200-55-25-4300	Awards - Employee LOS	25	25	-	
101-200-55-25-4321	Beach Sand	500	500	-	
101-200-55-25-4395	Signs/Banners	600	600	-	
101-200-55-25-4405	Motor Fuel	15,000	20,000	5,000	33.33%
101-200-55-25-4413	Equipment/Accessories	2,000	5,000	3,000	150.00%

Parks – (continued)

Parks Expenditures – (continued)

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-200-55-25-4530	Lake Maintenance	20,000	20,000	-	
101-200-55-25-4535	Playground Maintenance	8,000	8,000	-	
101-200-55-25-4540	Repair/Maintenance Buildings	2,000	2,000	-	
101-200-55-25-4540	Repair/Maintenance Buildings - Camera Security	500	525	25	5.00%
101-200-55-25-4570	Electricity	10,164	9,500	(664)	-6.53%
101-200-55-25-4580	Natural Gas	6,000	5,000	(1,000)	-16.67%
101-200-55-25-4582	Solar	(300)	(900)	(600)	200.00%
101-200-55-25-4590	Water/Sewer Utilities	120,000	100,000	(20,000)	-16.67%
101-200-55-71-4612	Capital Transfers - 199 - Playground Equip Fund	5,000	5,000	-	
101-200-55-71-4612	Capital Transfers - 195 River Oaks Park/or other tra	100,000	100,000	-	
101-200-55-71-4612	Capital Transfers - 195 Trail Maintenance	9,000	9,000	-	
101-200-55-71-4612	Capital Transfers - 199 - Misc Equip Fund	5,000	5,000	-	
		\$ 807,855	\$ 811,430	\$ 3,575	0.44%

Revenues

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-055-3160	Inter-Govt Revenue	\$ 1,200	\$ -	\$ (1,200)	-100.00%
101-055-3196	Garden Plot Fees	1,110	1,200	90	8.11%
101-055-3200	Vendor Fees/Licenses	100	100	-	
101-055-3225	Park Permits-Seasonal- Resident	15,000	13,000	(2,000)	-13.33%
101-055-3226	Park Permits-Daily	50,000	50,000	-	
101-055-3231	Park Permits-Seasonal- Non-Res	10,000	11,000	1,000	10.00%
101-055-3232	Park Event Fee	200	200	-	
101-055-3940	Lease/Rental/CAM	1,500	1,500	-	
101-055-4151	Refunds & Reimbursements	250	250	-	
		\$ 79,360	\$ 77,250	\$ (2,110)	-2.66%

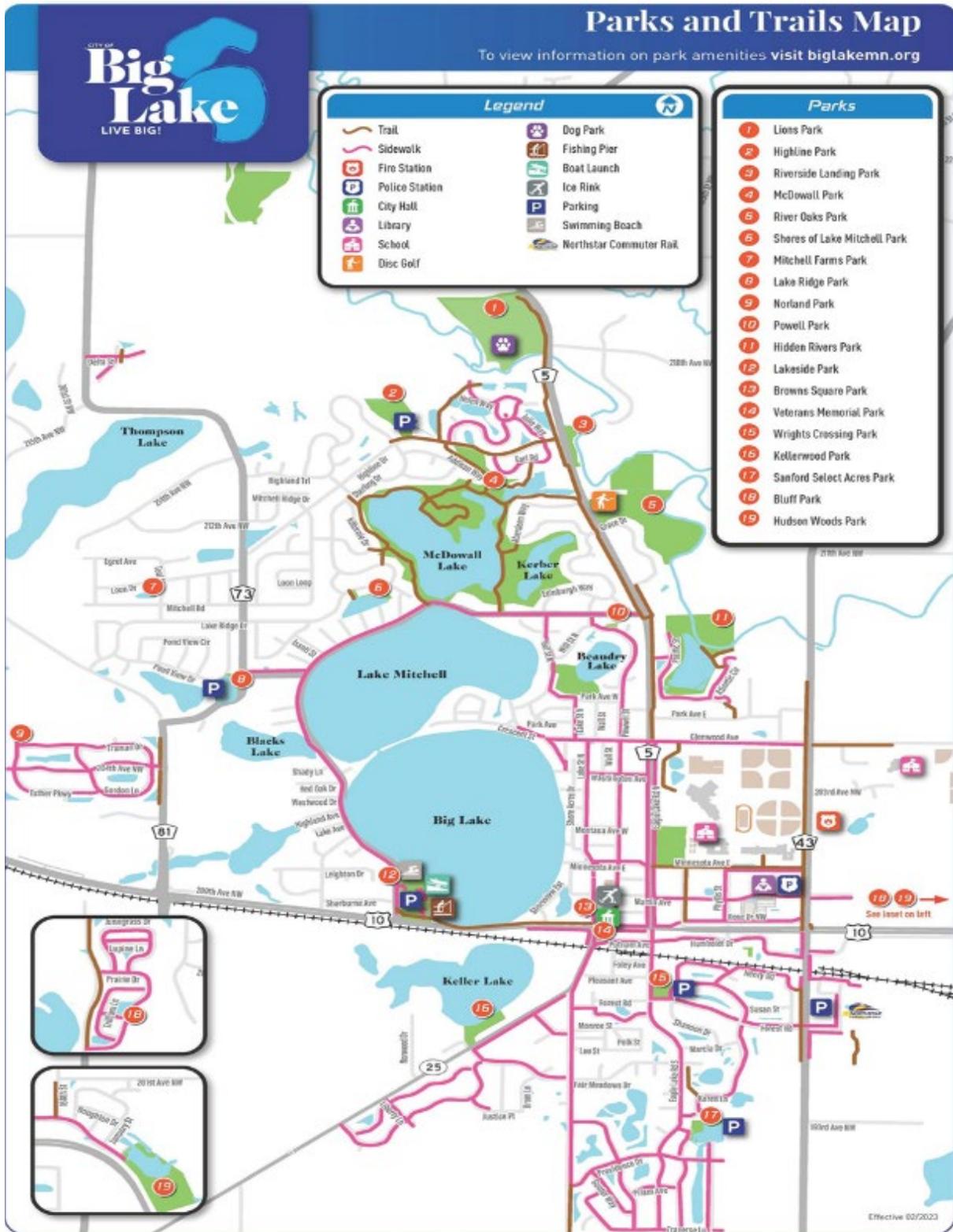
Parks – (continued)

Capital Expenditures

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-200-55-70-4316	Capital Expenditures-Brush Grinder	\$ -	\$ 60,000	\$ 60,000	100.0%
199-000-55-70-4316	Replace 2006 JD Tracker # 306 - LGA	150,000	-	(150,000)	-100.00%
195-055-3155	Trail Maintenance Fund - GF	9,000	9,000	-	
195-055-3155	River Oaks or other Parks Fund - GF	100,000	100,000	-	
199-055-3155	Playground Equipment replacement - GF	5,000	5,000	-	
199-055-3155	Misc Equipment Replacement - GF	5,000	5,000	-	
		\$ 269,000	\$ 179,000	\$ (90,000)	-33.46%



Parks and Trails Map



Big Lake Community Services Center – Library

Expenditures

		2024-2025			
Account Number	Description	2024	2025	\$	%
		Adopted Budget	Adopted Budget		
101-100-20-05-4002	Wages **	\$ 4,560	\$ 4,814	\$ 254	5.57%
101-100-20-05-4008	Insurance **	202	219	17	8.42%
101-100-20-05-4009	HSA **	30	30	-	
101-100-20-05-4010	F.I.C.A./Medicare (er) *	349	370	21	6.00%
101-100-20-05-4021	PFMLA	16	22	6	38.64%
101-100-20-05-4012	P.E.R.A. (er) **	342	361	19	5.57%
101-100-20-25-4210	Operating Supplies	1,000	1,000	-	
101-100-20-25-4212	Other Operating Costs	250	250	-	
101-100-20-25-4217	Cleaning Services	13,000	12,400	(600)	-4.62%
101-100-20-25-4225	Sanitation /Garbage	2,880	2,880	-	
101-100-20-25-4230	Telephone - WHS ALAF	-	504	504	100.0%
101-100-20-25-4250	Liability Insurance	8,350	9,237	887	10.63%
101-100-20-25-4370	Grounds Maintenance -	500	500	-	
101-100-20-25-4375	Snow Removal - PW/Hi	500	500	-	
101-100-20-25-4414	Equipment/Accessories -	3,000	3,000	-	
101-100-20-25-4540	Repair/Maintenance Buil	12,000	12,000	-	
101-100-20-25-4545	Repair/Maintenance Equ	1,000	1,000	-	
101-100-20-25-4570	Electricity	13,500	13,500	-	
101-100-20-25-4580	Natural Gas	7,131	6,500	(631)	-8.85%
101-100-20-25-4590	Water/Sewer Utilities	4,356	4,574	218	5.00%
		\$ 72,966	\$ 73,661	\$ 695	0.95%

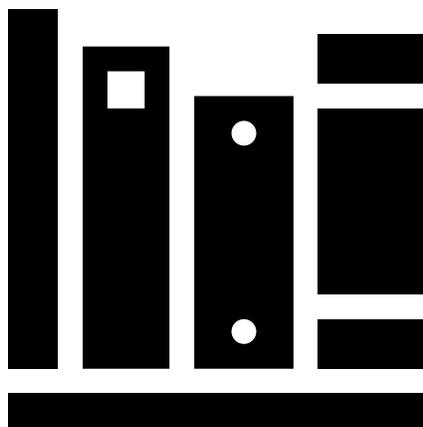
**For Library and community room only

Revenues

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-020-3160	Intergovernmental	\$ 10,000	\$ 10,000	\$ -	
		\$ 10,000	\$ 10,000	\$ -	\$ -

Debt Payments

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
224-000-00-85-4606	Principal Payment	\$ 50,000	\$ 50,000	\$ -	
224-000-00-85-4610	Interest Payment	5,100	4,163	(937)	-18.37%
224-000-00-85-4611	Debt Issuance Cost Amc	495	495	-	
		\$ 55,595	\$ 54,658	\$ (937)	-1.69%



Recreation – Communications – Community

Expenditures

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-400-56-05-4002	Wages	\$ 66,607	\$ 70,385	\$ 3,778	5.67%
101-400-56-05-4008	Insurance Benefits (er)	6,011	6,655	644	10.71%
101-400-56-05-4009	HSA Accounts	1,350	1,350	-	
101-400-56-05-4010	F.I.C.A./Medicare (er)	5,096	5,385	289	5.67%
101-400-56-05-4021	PFMLA	233	310	77	33.05%
101-400-56-05-4012	P.E.R.A. (er)	4,996	5,280	284	5.68%
101-400-56-05-4016	Worker's Comp Insurance	5,449	5,722	273	5.01%
101-400-56-20-4170	Legal	200	200	-	
101-400-56-25-4208	Copies (Spud Fest Parade, etc)	200	200	-	
101-400-56-25-4210	Operating Supplies	500	515	15	3.00%
101-400-56-25-4212	Other Operations Expenses	200	206	6	3.00%
101-400-56-25-4215	Uniforms/Clothing	50	50	-	
101-400-56-25-4220	Advertising	250	250	-	
101-400-56-25-4230	Telephone/Internet	552	576	24	4.35%
101-400-56-25-4235	Postage	25	25	-	
101-400-56-25-4238	Training/School	300	300	-	
101-400-56-25-4240	Travel/Mileage	50	50	-	
101-400-56-25-4243	Meals	150	150	-	
101-400-56-25-4254	Spud Fest	300	500	200	66.67%
101-400-56-25-4259	Contractors Hired - ECFE	10,000	5,000	(5,000)	-50.00%
101-400-56-25-4260	Subscriptions/Dues	1,773	-	(1,773)	-100.00%
101-400-56-25-4260	Subscriptions/Dues - ASCAP	-	450	450	100.0%
101-400-56-25-4260	Subscriptions/Dues - SESAC	-	600	600	100.0%
101-400-56-25-4260	Subscriptions/Dues - MN REC & PARL	-	350	350	100.0%
101-400-56-25-4260	Subscriptions/Dues - SURVEY MONKEY	-	700	700	100.0%
101-400-56-25-4260	Subscriptions/Dues - NOTARY	-	100	100	100.0%
101-400-56-25-4300	Awards - Employee LOS	30	-	(30)	-100.00%
101-400-56-25-4395	Signs/Banners	200	100	(100)	-50.00%
101-400-56-25-4413	Equipment/Accessories	200	100	(100)	-50.00%
101-400-56-25-4903	Movie in the Park	2,500	2,500	-	
101-400-56-25-4905	Dog Vaccination Clinic	-	200	200	100.0%
101-400-56-71-4612	Transfer - Music in the Park	5,000	10,000	5,000	100.00%
101-400-70-25-4400	Recycling Day	12,000	12,000	-	
101-400-95-25-4902	Donation - Contribution	1,100	1,100	-	
		\$ 125,322	\$ 131,309	\$ 5,987	4.78%

Revenues

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
101-015-3161	Clean-up Day / SCORE Grant	\$ 12,000	\$ 12,000	\$ -	
101-056-3233	Donations - Movie In the Park	1,500	1,500	-	
101-2939	ECFE- Designed Fund Bal	3,566	-	(3,566)	-100.00%
		\$ 17,066	\$ 13,500	\$ (3,566)	-20.90%



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ECONOMIC DEVELOPMENT BUDGET

Economic Development

Expenditures

		2024-2025			
Account Number	Description	2024	2025	\$ Change	% Change
		Adopted Budget	Adopted Budget		
101-100-25-05-4002	Wages	\$ 113,042	\$ 119,170	\$ 6,128	5.42%
101-100-25-05-4004	Overtime Wages	300	300	-	
101-100-25-05-4008	Insurance Benefits (er)	17,009	18,909	1,900	11.17%
101-100-25-05-4009	HSA Accounts	300	1,001	701	233.67%
101-100-25-05-4010	F.I.C.A./Medicare (er)	8,649	9,118	469	5.42%
101-100-25-05-4021	PFMLA	396	525	129	32.58%
101-100-25-05-4012	P.E.R.A. (er)	8,218	8,678	460	5.60%
101-100-25-05-4016	W/C Insurance	3,947	3,947	-	
101-100-25-20-4140	Audit	721	810	89	12.34%
101-100-25-20-4170	Legal	2,500	2,500	-	
101-100-25-20-4180	Other Consultants	500	500	-	
101-100-25-25-4200	Printing - Newsletter etc	850	850	-	
101-100-25-25-4201	Annexation	250	300	50	20.00%
101-100-25-25-4209	Recording Fees/Settlement	100	100	-	
101-100-25-25-4210	Operating Supplies	750	750	-	
101-100-25-25-4212	Other Operations Expense	200	200	-	
101-100-25-25-4215	Uniforms/Clothing	100	100	-	
101-100-25-25-4220	Advertising	200	200	-	
101-100-25-25-4230	Telephone/Internet	1,104	504	(600)	-54.35%
101-100-25-25-4235	Postage	100	50	(50)	-50.00%
101-100-25-25-4238	Training/Schools	2,000	1,950	(50)	-2.50%
101-100-25-25-4238	Training/Schools - Ehlers	-	350	350	100.0%
101-100-25-25-4238	Training/Schools - LMC Conf	-	350	350	100.0%
101-100-25-25-4238	Training/Schools - EDA/Brownsfield Conf	-	350	350	100.0%
101-100-25-25-4240	Travel/Mileage	200	600	400	200.00%
101-100-25-25-4243	Meals	300	500	200	66.67%
101-100-25-25-4250	Liability Insurance	815	1,184	369	45.28%
101-100-25-25-4260	Subscriptions/Dues - EDAM	320	320	-	
101-100-25-25-4260	Subscriptions/Dues - MN Marketing Partners	700	700	-	
101-100-25-25-4260	Subscriptions/Dues - MN Car	325	325	-	
101-100-25-25-4260	Subscriptions/Dues - Notary	120	120	-	
101-100-25-25-4300	Awards - Employee LOS	50	50	-	
101-100-25-25-4413	Equipment/Accessories	100	100	-	
101-100-25-26-4222	Marketing - Communications	6,000	6,000	-	
101-100-25-26-4224	Marketing - Event-MNCAR	2,000	2,000	-	
		\$ 172,166	\$ 183,411	\$ 11,245	6.53%



GENERAL CAPITAL IMPROVEMENT FUNDS

- INFRASTRUCTURE AND IMPROVEMENT FUNDS (195-198)
- EQUIPMENT AND BUILDING REPLACEMENT FUNDS (194, 199)

Infrastructure Improvement Funds

FUND 195, 196, 197 & 198

REVENUE

Account Number	Description	2024 Adopted Budget	2025 Adopted Budget	2026 Concept Budget	2027 Concept Budget	2028 Concept Budget	2029 Concept Budget	2030 Concept Budget
196-000-3105	Local Govt Aid - Street Projects Debt pymnt/projects	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
195-000-3105	Local Govt Aid - Trail Projects/Park Projects	-	-	-	50,000	50,000	50,000	50,000
198-000-3160	Intergovernment Rev - State Aid - MSA Streets	-	600,000	-	-	-	-	-
196-000-3155	Transfer in Revenue - Streets Maintenance	270,000	270,000	400,000	400,000	500,000	400,000	700,000
195-000-3155	Transfer in Revenue Park - Trail Maintenance	109,000	109,000	109,000	25,750	25,750	25,750	25,750
198-000-3610	Special Assessment - Mill/Overlay/Street Projects	15,946	15,946	15,946	15,946	15,946	15,946	15,946
195-000-3999	Interest Earned	500	500	500	500	500	500	500
196-000-3999	Interest Earned	500	500	500	500	500	500	500
197-000-3999	Interest Earned	500	500	500	500	500	500	500
198-000-3999	Interest Earned	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Total Revenues		\$ 398,446	\$ 998,446	\$ 528,446	\$ 545,196	\$ 645,196	\$ 545,196	\$ 845,196

EXPENDITURE - ALLOCATIONS

Account Number	Description	2024 Adopted Budget	2025 Adopted Budget	2026 Concept Budget	2027 Concept Budget	2028 Concept Budget	2029 Concept Budget	2030 Concept Budget
195-000-55-70-4316	Capital Improvements - Browns Square	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
195-000-55-70-4316	Capital Improvements - Archery Range	-	60,000	-	-	-	-	-
195-000-55-70-4316	Capital Improvements - Splash Pad	-	-	200,000	-	-	-	-
195-000-55-70-4316	Capital Improvements - Mitchell Farms Park	-	-	160,000	-	-	-	-
195-000-55-70-4316	Capital Improvements - Bluff Park playground equipment	-	-	-	-	180,000	-	-
195-000-55-70-4316	Capital Improvements - Lake Ridge Park- From Fund 120	-	180,000	-	-	-	-	-
195-000-55-70-4316	Capital Improvements - Lakeside old playground beach shelter	-	100,000	-	-	-	-	-
195-000-55-70-4316	Capital Improvements - Lakeside new playground beach shelter	-	-	-	-	-	-	200,000
195-000-55-70-4316	Capital Improvements - Shores of Lake Mitchell Park	-	-	-	-	180,000	-	-
195-000-55-70-4316	Capital Improvements - Hidden Rivers - Trail overlook	-	-	-	-	-	-	30,000
198-000-50-71-4612	Capital Improvements Transfer 175 - Streets Projects	-	600,000	-	-	-	-	-
196-000-50-71-4612	Capital Improvements Transfer 175 - Streets Projects	350,000	950,000	1,050,000	900,000	700,000	700,000	700,000
198-000-55-85-4612	Transfer to Debt Service - Street - LGA/MSA FUNDS	-	-	-	-	-	-	-
198-000-00-71-4612	Transfer to BLEDA - Revolving Loan Fund	-	-	-	-	-	-	-
Total Expenditures		\$ 390,000	\$ 1,890,000	\$ 1,410,000	\$ 900,000	\$ 1,060,000	\$ 700,000	\$ 930,000

Equipment and Building Replacement Funds

FUND 194 & 199

REVENUES

Account Number	Description	2024	2025	2026	2027	2028	2029	2030
		Adopted Budget	Adopted Budget	Concept Budget				
199-000-3105	Local Govt Aid -199	\$ 870,251	\$ 745,331	\$ 749,095	\$ 652,878	\$ 656,680	\$ 660,501	\$ 664,341
194-000-3105	Local Govt Aid -194	7,500	7,500	7,500	7,500	7,500	7,500	7,500
199-011-3155	Transfer In Revenue - Election	-	6,000	-	6,000	-	6,000	-
199-050-3155	Transfer in Revenue - Streets	5,000	5,000	5,000	5,000	5,000	5,000	5,000
199-055-3155	Transfer In Revenue - Parks	10,000	10,000	10,000	10,000	10,000	10,000	10,000
199-075-3155	Transfer in Revenue - Police	12,611	12,611	12,611	12,611	-	-	-
199-085-3155	Transfer in Revenue - Fire	-	3,250	-	-	-	-	3,500
194-105-3155	Transfer In Revenue - IT	19,000	10,000	10,000	10,000	10,000	10,000	19,000
199-075-3910	Sales of Fixed Assets - Police - Fleet	17,000	-	5,000	5,000	5,000	5,000	5,000
199-000-3999	Interest Earned - 199	500	500	500	500	500	500	500
194-000-3999	Interest Earned - 194	500	500	500	500	500	500	500
Total Revenues		\$ 942,362	\$ 800,692	\$ 800,206	\$ 709,989	\$ 695,180	\$ 705,001	\$ 715,341

EXPENDITURES - ALLOCATIONS-CIP REQUEST

Account Number	Description	2024	2025	2026	2027	2028	2029	2030
		Adopted Budget	Adopted Budget	Concept Budget				
199-000-15-70-4316	Capital Purchases - Admin	\$ 40,000	\$ 40,000	\$ 80,000	\$ 80,000	\$ 40,000	\$ 40,000	\$ 40,000
194-105-15-70-4316	Capital Purchase - IT	26,500	26,500	17,500	17,500	17,500	17,500	17,500
199-000-11-70-4316	Capital Purchase - Election - 4th polling p	25,000	25,000	-	-	-	-	-
199-000-50-70-4316	Capital Purchases - Streets	315,000	5,000	265,000	535,000	5,000	285,000	305,000
199-000-55-70-4316	Capital Purchases - Parks	150,000	60,000	75,000	-	-	180,000	-
199-000-55-70-4316	Capital Purchases - Parks -Misc/Playgro	10,000	10,000	10,000	10,000	10,000	10,000	10,000
199-000-75-70-4316	Capital Purchases - Police	182,011	82,611	191,611	177,011	148,170	190,657	196,527
199-000-85-70-4316	Capital Purchases - Fire - City only	485,000	238,250	260,000	222,500	278,000	442,500	243,500
Total CIP Requests		\$1,233,511	\$ 487,361	\$ 899,111	\$1,042,011	\$ 498,670	\$1,165,657	\$ 812,527

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SPECIAL REVENUE BUDGET

- ECONOMIC DEVELOPMENT AUTHORITY
- FARMERS MARKET
- MUSIC IN THE PARK
- AMERICAN RESCUE PLAN ACT

Big Lake Economic Authority Budget

The City of Big Lake Economic Development Authority (EDA) is a legal entity separate from the City. Although legally separate, the City of Big Lake EDA (BLEDA) is reported as if it were part of the primary government because it provides services exclusively for the City of Big Lake.

The EDA was granted authority under an enabling resolution originally passed in 1990 by the City of Big Lake. Minnesota Statute 469 details the authorized activities the EDA may participate in. The resolution establishing the City of Big Lake EDA identifies any conditions or limitations to the statutorily allowed powers of the EDA.

The Minnesota Legislature granted Cities the power to create economic development authorities in 1987. By giving Cities this ability they can promote economic growth. An EDA is created to facilitate a well-rounded development program by taking advantage of all of the HRA powers. In addition, EDA's are authorized to exercise the powers of Cities in connection with City development districts and powers of municipalities or development agencies in connection with municipal industrial development. By consolidating the powers of economic and housing development into one body, City officials are not only able to focus development on blighted areas but, also create programs that will prevent blight from occurring elsewhere within the community. By combining and utilizing HRA, EDA and City powers, community leaders are able to create flexible business assistance and development programs, EDA's for example, are allowed, to buy and sell property.

Big Lake Economic Development Authority (BLEDA) meets monthly to review current development and future economic goals throughout the City. BLEDA provides recommendations to the City Council to aid in the decision-making processes of the council. The mayor and City Council appoint members of the board.

Basis of Accounting

The accounting system provides for a complete, self-balancing account group for each fund of the City. Accounting records are maintained on the modified accrual basis for the governmental type funds. The modified accrual basis of accounting recognizes revenues to the degree that they are available to finance expenditures of the fiscal period. Similarly, debt service payments and a number of specific accrued liabilities are only recognized as expenditures when payment is due because it is only at that time that they are liquidated with expendable available financial resources. The budgetary basis of accounting is the same basis of accounting used to prepare the City's financial statements as included in the City's Annual Comprehensive Financial Report at the fund statement level.

The full accrual basis of accounting is utilized for the proprietary type funds as defined in the notes to the City's financial statements. The full accrual basis of accounting recognizes revenues as they are earned and expenses as soon as a liability is incurred, regardless of related cash inflows and outflows. For budget purposes the funds use the accrual basis except for capital assets and debt payments which are budgeted on a modified accrual basis within each finance plan. Depreciation is included in the finance plan; however principal debt payments are just noted at the bottom of the finance plan.

Budgetary Controls

A budgetary system of accounts is maintained for all budgeted funds. Control is maintained by the monthly review of actual expenditures compared to budgeted amounts. Budgetary activity is monitored to ensure that total expenditures are within budgetary allocations. For the past several years, budgeted expenditures have been within approximately 98% of the budget. The budgetary level of control is at the fund and department level. There is a budget amendment process for unplanned expenditures and revenues and all amendments are presented to the City Council throughout the year for approval, at the direction of the Finance Director.

Internal Controls

In developing and altering the City's accounting system, consideration is given to the adequacy of internal accounting controls. These controls are designed to provide reasonable, but not absolute, assurance regarding the safeguarding of assets against loss from unauthorized use or disposition and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes the cost of a control should not exceed the benefits likely to be derived, and the evaluation of costs and benefits requires estimates and judgements by management. All internal control evaluations occur within the above framework. The Finance Department believes the City's internal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

Long-Term Approach to Financial Management

One of the strengths of the Council's budgeting process is that it considers budget data not only for the upcoming year but also projections for subsequent years. Council understands that decisions it makes today will have a financial impact not just on next year's budget, but also for the future. Council strives to keep its focus on the policy level – the big picture – and to rely on staff to carry out its policy goals effectively and efficiently with the resources provided. The Council's vision reflects the commitment to keep Big Lake a thriving community – a great community to live and work. Staff ties all recommendations that are brought forth for approval to the Council adopted Strategic Plan, as this plan guides staff's work.

The Five-Year Plans prepared for each City Fund are intended to provide information on the fund's present financial condition, including the impact of prior actions and decisions and plans, as well as projections for the fund's performance over the next years. The Plans are a source of information for the Council to identify where the need or desire for policy change may exist. Below are key issues by fund detailing assumption for long-term planning.

Economic Development Fund

The Five-Year plan for economic development fund continues with the increased levy amount of \$130,000. Beginning with the 2019 budget, Council increased this levy to pay for 50% of the executive director's salary, which is the Community Development Director for the City. This change decreased the expenditure for wages to the general fund for this position by 50%. However, beginning with the 2023 budget, Council increased the portion that is paid by the general fund to 75%, this reflect a truer picture of the time spent by the Community Development Director on the executive director position for the Big Lake Economic Authority. In addition, beginning year 2020, the Big Lake Economic Development Authority began paying

\$46,362 for the Industrial Park Special Assessments and increased this amount to \$50,000 in 2024 through 2033. These funds will be used to pay the interfund load due to the Sewer fund for the industrial park expansion. The plan also takes into consideration raising the levy in 2026 to \$160,000, in 2027 to \$210,000 and in 2029 to \$250,000 to further the goals and mission of the Big Lake Economic Development Authority.

EDA Fund Financial Plan

The Big Lake Economic Development Authority (EDA) Fund was created by the City Council in 1990. The EDA Fund accounts for the general activities of the EDA. The City Council appoints the seven members to serve as Board Commissioners, two of which are members of the City Council. The remaining five members are members of the community.

Under Minnesota Statutes Chapter 469-Economic Development, cities may establish an EDA, including approval for the EDA to serve as a Housing and Redevelopment Authority (HRA). The maximum general operational levy of HRAs allowed under State law is 0.185% of the taxable market value. The authorizing Statute permits the EDA to levy and collect a special benefit levy.

State law provides that expenditures maybe made from the EDA Fund based on the following criteria: 1) the EDA appropriates the funds as part of the annual budget, and/or 2) the EDA authorizes any amendment to the EDA budget outside of the annual appropriation process.

Source of Funds

The principal sources of revenue for this fund have been property tax levy and interest earned on cash balances in the funds. Property tax revenues are under the maximum allowable under the special levy law.

The finance plan shows the levy to remain the same for 2025 as it was for 2024 at \$130,000. Beginning in 2023, the allocation for the Executive Director position was changed to 25% allocated to the Big Lake Economic Development authority and 75% to the General Fund from prior years of 50/50 split between the general fund and economic development fund. This allocation was more in line with the time spent by the Community Director on this position. The long-term plan for this fund maintains the EDA special levy at \$130,000, until 2026 at which time it will increase an additional \$30,000 to \$160,000. With this levy the fund will slowly begin to build up the fund balance to fund future economic developments. Without tax support from the special EDA levy, there is no other identified funding source to sustain this activity.

In 2022, the Council approved a transfer to BLEDA in the amount of \$600,00 from the Capital Improvement unallocated funds, to be used to establish a redevelopment and property acquisition fund. This fund will be used to help promote development within the City. BLEDA did purchase the building attached to City Hall with these funds. In addition, BLEDA also used these funds to purchase land for a proposed future site of City Hall. In the 2025 budget the lease revenue from the tenant that is located in the building attached to City Hall is not budgeted nor are the expenditures associated with this tenant, as the tenant has signed a purchase agreement with the City to purchase vacant space next to the City's municipal liquor store.

Use of Funds

According to State Statue, the proceeds from the EDA levy can be used for one or both of the following purposes: 1) for projects to remedy the shortage of housing for low and moderate-income residents, and/or

2) for public redevelopment costs in situations where private enterprise would not act without government participation. The City has used the EDA Funds for redevelopment purposes.

The 2025 budget includes use of funds for the annual transfer of \$50,000 to the Industrial Park Expansion Land Purchase fund for a payment of debt. The City began in 2020 to make the annual transfer to the Industrial Park Expansion Land Purchase fund to pay for special assessment pertaining to a redevelopment project infrastructure. Other uses of the funds for 2025 include the staff position allocation, related marketing, and department operating expenses. Also taken into consideration are the State paid medical leave act that will go into effect in January of 2026.

Fund Balance

The City will maintain fund balances in the Special Revenue Funds at a level which will avoid issuing short-term debt to meet the cash flow needs of the current operating budget. The Plan maintains a fund balance within the EDA Fund to meet both anticipated and unanticipated future economic development needs. The City will annually evaluate the level of fund balance for its appropriateness.



Mission Statement

To efficiently facilitate development while equally supporting the Big Lake business community and driving economic growth.

Goals:

- Hold monthly meetings to make recommendations to the Big Lake City Council
- Work with the Joint Powers Board for all Big Lake Industrial Park activity
- Accomplish objectives of the Big Lake Economic Development Strategic Plan
- Work with business financing administrators to provide options for business expansion and new opportunities
- Continue to develop marketing materials/opportunities for the City

Strategic Plan	Objectives
Market City of Big Lake	<ul style="list-style-type: none"> • Administer the Business Retention & Expansion Program (BR&E)
Market and Sell Industrial Park	<ul style="list-style-type: none"> • Appropriately stage the property (schedule lawn maintenance, install signage, etc.) • Direct market to Real Estate Brokers and Developers • Participate in relevant expos, site selector events, forums, conferences, etc.
Recognize BLEDA & City-owned commercial and residential property	<ul style="list-style-type: none"> • Cultivate a development/redevelopment plan for each parcel
Recognize privately-owned commercial/industrial property	<ul style="list-style-type: none"> • Cultivate a development/redevelopment plan for each parcel
Increase BLEDA community presence	<ul style="list-style-type: none"> • Maintain extensive knowledge of all business financing tools (federal, state, local, etc.) • Work in partnership with the Big Lake Finance Director to discover budgeting options for the BLEDA to consider • Author a successful Minnesota Investment Fund (MIF) Application to MnDEED • Invest time into building and expanding relationships with Big Lake partners • Administer the Big Lake EDA Revolving Loan Fund

Strategic Plan

2024 through 2026

This **Strategic Plan** provides a realistic and practical approach to economic development goals and activities for the BLEDA. The purpose is to guide BLEDA Commissioners and its staff to focus on economic development priorities. This Strategic Plan will improve accountability for the BLEDA Commissioners along with its staff, and will improve the capacity to measure outcomes.

The BLEDA Priority: To efficiently facilitate development while equally supporting the Big Lake business community and driving economic growth.

Strategy: Market the City of Big Lake

<i>Work Plan Objectives</i>	
1.	Administer the Business Retention & Expansion Program (BR&E)

Strategy: Market and Sell Industrial Park Phase II Land by December 31, 2026.

<i>Work Plan Objectives</i>	
1.	Appropriately stage the property (schedule lawn maintenance, install signage, etc.)
2.	Direct market to Real Estate Brokers and Developers
3.	Participate in relevant expos, site selector events, forums, conferences, etc.

Strategy: Recognize BLEDA & City-owned commercial and residential property. Cultivate a development/redevelopment plan for each parcel.

<i>Work Plan Objectives</i>	
1.	420 Putnam Avenue (BLEDA-owned) – PID 65-403-0430 <ul style="list-style-type: none"> • Monitor contiguous parcels and position BLEDA to acquire properties • Hold parcel for commercial development • Identify and eliminate road blocks for development / redevelopment • Determine when and how to market parcel
2.	City Hall (City-owned) – PID 65-477-0110, PID 65-477-0105, PID 65-477-0010 & former Community School Building (BLEDA owned) - PID 65-477-0115 <ul style="list-style-type: none"> • Streamline property for redevelopment opportunity
3.	421 Foley Avenue (BLEDA-owned) PID 65-408-0310 & PID 65-408-0320 <ul style="list-style-type: none"> • Monitor contiguous parcels and position BLEDA to acquire properties • Hold parcel for development • Identify and eliminate road blocks for development / redevelopment • Determine when and how to market parcel
4.	Northeast corner of Martin Avenue & Eagle Lake RD (BLEDA-owned) PID 65-00584-0105 <ul style="list-style-type: none"> • Monitor contiguous parcels and position BLEDA to acquire properties • Hold parcel for development • Identify and eliminate road blocks for development / redevelopment Determine when and how to market parcel
5.	Develop a list of all City-owned and BLEDA-owned parcels – ask key staff as to why the parcels are being held – Market the parcels that the City can part with

Strategy: Recognize privately-owned commercial, industrial and residential property and cultivate a development/redevelopment plan for each parcel.

	<i>Work Plan Objectives</i>
1.	Innovation Industrial Park – I-3 Zoning District RiverWood Bank – Big Lake Marketplace East Transit Oriented Development District Smith Property North of Old National Bank and Big Lake Dental Property on East Side of the City out to 15 (Innovation Industrial Phase II and III?) All Building’s Located within the Downtown District Mr. Gramsey’s Property on West Side of City Mr. Berndt’s Property on West Side of City

Strategy: Increase BLEDA Community Presence.

	<i>Work Plan Objectives</i>
1.	Maintain extensive knowledge of all business financing tools (federal, state, local, etc.)
2.	Work in partnership with the Big Lake Finance Director to discover budgeting options for the BLEDA to consider <ul style="list-style-type: none"> • Create a financial “handbook” that clearly explains all BLEDA finances • Review and make recommendation on annual budget.
3.	Author a successful Minnesota Investment Fund (MIF) Application to MnDEED to become a financial pass-through for an eligible expanding business and to generate up to \$100,000 for the BLEDA
4.	Invest time into building and expanding relationships with Big Lake businesses, Big Lake Schools, Big Lake Township, Sherburne County, Big Lake Chamber, regional partners, developers, Realtors, investors, etc.
5.	Promote and administer the Big Lake EDA Revolving Loan Fund
7.	Promote business friendly community
8.	Participate in Big Lake Chamber Community Fair, Big Lake High School Apprenticeship Program, and Big Lake Schools Career Fair

Strategy: Review Policies related to Economic Development

	<i>Work Plan Objectives</i>
1.	Review BLEDA’s Revolving Loan Fund Policy – Completed 9/2024

Conditions to be met for the possibility of a public partnership in redevelopment opportunities:

- Commercial component must be included in the concept
- Concept must increase the tax base
- Concept must promote an economic value



A.

Economic Development Authority

Revenue Budget

Account Number	Description	Levy	Levy	2024-2025	
		\$130K	\$130K	\$	%
		2024 Adopted Budget	2025 Adopted Budget	Change	Change
275-000-3101	RE & PP Taxes-Current	\$ 128,700	\$ 128,700	\$ -	
275-000-3102	RE & PP Taxes-Delinquent	400	400	-	
275-000-3940	Lease/Rental/CAM	21,165	-	(21,165)	-100.00%
275-000-3991	Leases Interest Revenue	2,636	-	(2,636)	-100.00%
275-000-3999	Interest Earned	2,500	2,500	-	
	Total Revenues	\$ 155,401	\$ 131,600	\$ (23,801)	-15.32%
	Projected Cash Flow Change	2024	2025		
	Beginning Cash Balance	\$ 459,011	\$ 248,370		
	Projected Excess Revenue	(28,641)	(44,342)		
	Land Purchase Expense	(182,000)	-		
	Projected Ending Cash	\$ 248,370	\$ 204,028		

Expenditure Budget

Account Number	Description	2024	2025	2024-2025	
		Adopted Budget	Adopted Budget	\$	%
				Change	Change
275-000-00-05- Wages		\$ 32,190	\$ 33,994	\$ 1,804	5.60%
275-000-00-05- Insurance Benefits (er)		4,644	5,174	530	11.41%
275-000-00-05- HSA Accounts		-	250	250	100.00%
275-000-00-05- F.I.C.A./Medicare (er)		2,463	2,601	138	5.60%
275-000-00-05- P.E.R.A. (er)		2,415	2,550	135	5.59%
275-000-00-05- PFMLA		113	150	37	32.74%
275-000-00-20- Audit		600	650	50	8.33%
275-000-00-20- Engineering		500	250	(250)	-50.00%
275-000-00-20- Legal		5,000	6,000	1,000	20.00%
275-000-00-20- Other Consultants		5,000	5,000	-	
275-000-00-25- Real Estate Taxes		7,752	2,758	(4,994)	-64.42%
275-000-00-25- Website		250	250	-	
275-000-00-25- Recording Fees		150	150	-	
275-000-00-25- Other Operations Expenses		50	50	-	
275-000-00-25- Uniforms/Clothing		-	100	100	100.0%
275-000-00-25- Advertising		500	2,000	1,500	300.00%
275-000-00-25- Sanitation/Garbage Removal		6,000	-	(6,000)	-100.00%
275-000-00-25- Postage		25	25	-	
275-000-00-25- Training - Edam Conference		1,000	1,250	250	25.00%
275-000-00-25- Training - Other Training		-	250	250	100.0%
275-000-00-25- Travel/Mileage		150	150	-	
275-000-00-25- Meals		100	100	-	
275-000-00-25- Liability Insurance		-	1,000	1,000	100.0%
275-000-00-25- Contractors Hired		500	500	-	
275-000-00-25- Snow Removal (lots owned)		500	-	(500)	-100.00%
275-000-00-25- Repair/Maintenance Building - held		2,500	1,500	(1,000)	-40.00%
275-000-00-25- Electricity		6,000	3,600	(2,400)	-40.00%
275-000-00-25- Natural Gas		3,240	3,240	-	
275-000-00-25- Water/Sewer Utilities		2,400	2,400	-	
275-000-00-26- Marketing - Communications		50,000	50,000	-	
275-000-00-71- Transfer to FUND 141 - Specials		50,000	50,000	-	
	Total Expenditures	\$ 184,042	\$ 175,942	\$ (8,100)	-4.40%
	Excess Revenues/(deficit)	(28,641)	(44,342)	-	
CASH FLOW PURPOSE ONLY FOR BLEDA					
275-2070	Interfund Loan Principal (IFL)	-	-		
	Total Expenditures & IFL	\$ 184,042	\$ 175,942		

Summary Revenue and Expenditure Budget – Levy of \$130,000

2024-2025

	2021	2022	2023	2024	2025 Final		
<u>Revenue Budget</u>	Actual	Actual	Actual	Budget	Budget	\$ Change	% Change
Property Taxes	\$ 131,483	\$ 129,966	\$ 129,860	\$ 129,100	\$ 129,100	\$ -	0.00%
Lease/Rental	-	-	15,733	21,165	-	(21,165)	-100.00%
Lease Interest	-	-	1,267	2,636	-	(2,636)	-100.00%
Transfer In	100,000	600,000	-	-	-	-	
Interest Earned	867	6,154	15,879	2,500	2,500	-	0.00%
<u>Total - Revenues:</u>	\$ 232,350	\$ 736,120	\$ 162,739	\$ 155,401	\$ 131,600	\$ (23,801)	-14.63%
<u>Expenditure Budget</u>							
Employee Services (Personnel)	\$ 68,609	\$ 32,475	\$ 41,440	\$ 41,825	\$ 44,719	\$ 2,894	6.92%
Contractual Services	27,229	6,650	44,582	11,100	11,900	800	7.21%
Commodities & Services	1,916	3,444	49,411	31,117	19,323	(11,794)	-37.90%
Marketing	-	-	3,750	50,000	50,000	-	0.00%
Transfer Out	46,362	46,362	46,362	50,000	50,000	-	0.00%
Debt	627	-	-	-	-	-	
<u>Total - Expenditures</u>	\$ 144,743	\$ 88,931	\$ 185,545	\$ 184,042	\$ 175,942	\$ (8,100)	-4.37%
Excess Revenues/(deficit)	\$ 87,607	\$ 647,189	\$ (22,806)	\$ (28,641)	\$ (44,342)		

Farmers Market Fund

REVENUES

Account Number	Description	2024 Adopted Budget	2025 Adopted Budget
280-000-3160	Inter-govt Revenue	\$ 1,000	\$ 1,000
280-000-3200	Vendor Licenses	2,000	2,000
280-000-3203	Vendor Licenses - Winter	200	500
280-000-3230	Donations from Organization	9,500	9,500
280-000-3357	Farmers Market Bages	10	10
280-000-3999	Interest Earned	100	100
280-000-4200	Other Grant Proceeds	200	200
280-000-4204	Other Grant Proceeds - Private	1,000	1,000
Total Revenues		\$ 14,010	\$ 14,310

EXPENDITURES

Account Number	Description	2024 Adopted Budget	2025 Adopted Budget
280-000-00-05-4002	Wages	\$ 3,701	\$ 3,911
280-000-00-05-4008	Insurance Benefits (er)	312	348
280-000-00-05-4009	HSA Accounts	75	75
280-000-00-05-4010	F.I.C.A./Medicare (er)	283	300
280-000-00-05-4012	P.E.R.A. (er)	278	294
280-000-00-05-4021	PFMLA	13	18
280-000-00-05-4016	W/C Insurance	20	20
280-000-00-25-4110	Bank Charges	500	700
280-000-00-25-4210	Operating Supplies	150	500
280-000-00-25-4212	Other Operations Expenses	4,300	6,500
280-000-00-25-4220	Advertising	650	700
280-000-00-25-4238	Training/Schools	50	50
280-000-00-25-4257	Contractors Hired	4,300	4,300
280-000-00-25-4260	Subscriptions/Dues	670	670
Total Expenditures		\$ 15,302	\$ 18,386

EXCESS REVENUES OVER EXPENDITURES \$ (1,292) \$ (4,076)

Projected Cash Flow Change	2024	2025
Beginning Cash Balance	\$ 26,846	\$ 25,554
Projected Excess Revenue	(1,292)	(4,076)
Projected Ending Cash	\$ 25,554	\$ 21,478

Music in the Park Fund

REVENUES

Account Number	Description	2024	2025
		Adopted Budget	Adopted Budget
282-000-3155	Transfer In Revenue - Admin	\$ 5,000	\$ 10,000
282-000-3230	Donations from Organization	26,500	\$ 22,000
282-000-3999	Interest Earned	100	100
Total Revenues		\$ 31,600	\$ 32,100

EXPENDITURES

Account Number	Description	2024	2025
		Adopted Budget	Adopted Budget
282-000-00-05-4002	Wages	\$ 3,701	\$ 3,911
282-000-00-05-4008	Insurance Benefits (er)	312	348
282-000-00-05-4009	HSA Accounts	75	75
282-000-00-05-4010	F.I.C.A./Medicare (er)	283	300
282-000-00-05-4012	P.E.R.A. (er)	278	294
282-000-00-05-4021	PFMLA	13	18
282-000-00-05-4016	W/C Insurance	20	20
282-000-00-20-4170	Legal	100	-
282-000-00-25-4212	Other Operations Expenses	500	100
282-000-00-25-4220	Advertising	300	150
282-000-00-25-4255	Rent/Lease	6,000	6,000
282-000-00-25-4257	Contractors Hired	24,000	20,000
282-000-00-25-4257	Contractors Hired - Mosquito Spraying	1,290	650
Total Expenditures		\$ 36,872	\$ 31,866

EXCESS REVENUES OVER EXPENDITURES

\$ (5,272) \$ 234

Projected Cash Flow Change

Beginning Cash Balance \$ 8,057 \$ 2,785

Projected Excess Revenue (5,272) 234

Projected Ending Cash \$ 2,785 \$ 3,019



ENTERPRISE FUNDS BUDGETS

- WATER DETAIL
- SEWER DETAIL
- STORM WATER DETAIL
- LIQUOR STORE DETAIL

Water Enterprise Fund Revenues

Rate decrease 5% for non Industrial Contract

		2024-2025			
Account Number	Description	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
301-000-3229	Seed/Sod Escrow Fee	\$ 1,000	\$ 600	\$ (400)	-40.00%
301-000-3360	NSF Check Recovery Revenue	500	500	-	
301-000-3376	Insurance Proceeds/Dividends	2,000	2,000	-	
301-000-3710	Water Sales-Residential	1,177,097	1,119,072	(58,025)	-4.93%
301-000-3711	Water Sales - Municipal	125,356	110,624	(14,732)	-11.75%
301-000-3713	Water Fixed Fee-Residential	330,023	330,268	245	0.07%
301-000-3714	Water Fixed Fee - Municipal	5,188	5,448	260	5.01%
301-000-3715	Water Sales-Commercial	133,732	127,897	(5,835)	-4.36%
301-000-3716	Water Sales - Industrial	108,284	165,066	56,782	52.44%
301-000-3717	Water Fixed Fee - Industrial	9,997	10,797	800	8.00%
301-000-3718	Water Fixed Fee-Commercial	28,143	28,143	-	
301-000-3719	Water Fixed Fee-Vacant Parcels	3,000	2,250	(750)	-25.00%
301-000-3720	Meters/Parts Sales	11,725	7,035	(4,690)	-40.00%
301-000-3722	Water Sales - Multifamily	152,520	144,900	(7,620)	-5.00%
301-000-3723	Water Fixed Fee - Multifamily	9,006	9,006	-	
301-000-3725	Water Test	22,000	22,000	-	
301-000-3726	Water Sales - Irrigation	50,000	50,000	-	
301-000-3727	Water Base - Irrigation	3,000	3,000	-	
301-000-3730	Meter Repairs	10,000	10,000	-	
301-000-3735	Miscellaneous Water Income	10,000	10,000	-	
301-000-3740	Water Permit Org Fees	1,875	1,125	(750)	-40.00%
301-000-3750	Disconnection/Reconnection Fee	3,000	3,000	-	
301-000-3755	Water Access Charges	89,625	-	(89,625)	-100.00%
301-000-3980	Late Fees	65,000	65,000	-	
301-000-3990	Loan Interest Revenue	-	272	272	100.0%
301-000-3999	Interest Earned	10,000	10,000	-	
301-000-4151	Refunds & Reimbursements	1,000	1,000	-	
		\$ 2,363,071	\$ 2,239,003	\$(124,068)	-5.25%
		2024 Adopted Budget	2025 Adopted Budget		
Water Fund Expenses		4,050,062	3,235,199		
Projected Income / (Loss)		\$(1,686,991)	\$(996,196)		
(includes Depreciation)					
Water Fund Expenses - less depreciation		3,113,807	2,281,194		
Projected Income / (Loss)		\$(750,736)	\$(42,191)	**w/o WAC	
(excluding Depreciation)					
		2024 Adopted Budget	2025 Adopted Budget		
Projected Cash Flow Change					
Beginning Cash		\$ 1,869,545	\$ 467,471		
Projected Income / (Loss) - less Depreciation		(750,736)	(42,191)		
Pension-GASB 68 (Non-Cash Item)		10,000	10,000		
Long Term Debt - Principal Payment		(661,338)	(97,505)		
Projected Ending Cash		\$ 467,471	\$ 337,775		
depreciation expense		936,255	954,005		
% of depreciation covered		-80.19%	-4.42%		

Water Enterprise Expenses

Account Number	Description	ADDTL FTE		2024-2025	
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
301-000-00-05-4002	Wages	\$ 544,840	\$ 646,523	\$ 101,683	18.66%
301-000-00-25-4002	Sick & Safe Time Leave - PT	411	-	(411)	-100.00%
301-000-00-05-4004	Overtime Wages	15,517	19,751	4,234	27.29%
301-000-00-05-4006	On Call Pay	7,500	17,500	10,000	133.33%
301-000-00-05-4008	Insurance Benefits (er)	39,837	45,262	5,425	13.62%
301-000-00-05-4009	HSA Accounts	1,950	2,950	1,000	51.28%
301-000-00-05-4010	F.I.C.A./Medicare (er)	43,477	52,314	8,837	20.33%
301-000-00-05-4012	P.E.R.A. (er)	42,164	51,288	9,124	21.64%
301-000-00-05-4021	PFMLA	1,992	3,014	1,022	51.31%
301-000-00-05-4016	WC Insurance	17,711	14,580	(3,131)	-17.68%
301-000-00-05-4018	Pension Exp - GASB 68	10,000	10,000	-	
301-000-00-05-4020	Union Insurance	33,900	43,380	9,480	27.96%
301-000-00-20-4140	Audit	6,500	7,750	1,250	19.23%
301-000-00-20-4150	Engineering	3,000	3,000	-	
301-000-00-20-4160	Testing	50,000	50,000	-	
301-000-00-20-4170	Legal	1,000	1,000	-	
301-000-00-20-4175	Assessing	1,000	1,000	-	
301-000-00-20-4180	Other Consultants	1,000	1,000	-	
301-000-00-20-4185	Medical Exams	500	500	-	
301-000-00-25-4022	Bad Debt Expenditure	1,000	1,000	-	
301-000-00-25-4110	Bank Charges/PSN	35,000	30,000	(5,000)	-14.29%
301-000-00-25-4130	Computers/Software	6,877	-	(6,877)	-100.00%
301-000-00-25-4130	Computers/Software - CIVIC SYSTEM	-	5,450	5,450	100.0%
301-000-00-25-4130	Computers/Software - CITIES DIGITAL	-	815	815	100.0%
301-000-00-25-4130	Computers/Software - WINN 911 SOFTWARE	-	720	720	100.0%
301-000-00-25-4130	Computers/Software - RNI SAAS YEARLY FEE	-	7,500	7,500	100.0%
301-000-00-25-4130	Computers/Software - SENSUS ANALYTIC FEE	-	6,250	6,250	100.0%
301-000-00-25-4132	Equipment Leases	1,920	1,920	-	
301-000-00-25-4133	Computer Maintenance	1,000	1,000	-	
301-000-00-25-4134	Website	1,500	1,500	-	
301-000-00-25-4200	Printing - newsletter	850	850	-	
301-000-00-25-4210	Operating Supplies	7,000	5,000	(2,000)	-28.57%
301-000-00-25-4212	Other Operations Expenses	1,000	1,000	-	
301-000-00-25-4215	Uniforms/Clothing	1,465	1,465	-	
301-000-00-25-4218	Boots/Shoes - per union contract	650	1,050	400	
301-000-00-25-4220	Advertising	1,000	1,000	-	
301-000-00-25-4230	Telephone/Internet-Vonage/Cell Phone Reimb/OnCall	3,084	3,400	316	10.25%
301-000-00-25-4230	Telephone/Internet - WTP Internet	3,000	3,120	120	4.00%
301-000-00-25-4230	Telephone/Internet - New Ipads/ee	1,440	1,440	-	
301-000-00-25-4230	Telephone/Internet - CRADLEPOINT	600	1,200	600	100.00%
301-000-00-25-4235	Postage	18,000	20,000	2,000	11.11%
301-000-00-25-4238	Training/Schools	2,500	3,000	500	20.00%
301-000-00-25-4240	Travel/Mileage	500	500	-	
301-000-00-25-4243	Meals	50	50	-	
301-000-00-25-4250	Liability Insurance	40,500	45,232	4,732	11.68%
301-000-00-25-4257	Contractors Hired	20,000	25,000	5,000	25.00%

Water Enterprise Expenses – (continued)

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
301-000-00-25-4260	Subscriptions/Dues	15,000	15,000	-	
301-000-00-25-4300	Awards - Employees LOS	100	100	-	
301-000-00-25-4313	Amortization Expense-Leased	2,845	2,845	-	
301-000-00-25-4314	Amortization Expense	(4,826)	(4,826)	-	
301-000-00-24-4318	Depreciation Equipment	936,255	954,005	17,750	1.90%
301-000-00-25-4320	Sand/Salt	100	100	-	
301-000-00-25-4380	Chemicals	72,100	72,100	-	
301-000-00-25-4387	Water Meters	35,000	15,000	(20,000)	-57.14%
301-000-00-25-4405	Motor Fuel	10,000	10,000	-	
301-000-00-25-4410	Tires	1,000	1,000	-	
301-000-00-25-4413	Equipment/Accessories	5,000	10,000	5,000	100.00%
301-000-00-25-4430	Vehicle Maintenance	2,600	2,600	-	
301-000-00-25-4540	Repair/Maintenance Buildings	250,000	29,700	(220,300)	-88.12%
301-000-00-25-4540	Repair/Maintenance Buildings - WTP ROOF	-	200,000	200,000	100.0%
301-000-00-25-4540	Repair/Maintenance Buildings - WH SECURITY ALARM	-	300	300	100.0%
301-000-00-25-4545	Repair/Maintenance Equipment	50,000	55,000	5,000	10.00%
301-000-00-25-4570	Electricity	130,000	130,000	-	
301-000-00-25-4580	Natural Gas	25,000	25,000	-	
301-000-00-25-4582	Solar Credit	(1,103)	(1,000)	103	-9.34%
301-000-00-71-4612	Capital Transfers (fund 399) - misc eq	18,000	18,000	-	
301-000-00-71-4612	Capital Transfers (fund 399) - locate equipment	25,000	-	(25,000)	-100.00%
301-000-00-71-4612	Capital Transfers (fund 399) - Water Meter replacement	10,000	10,000	-	
301-000-0071-4612	Capital Transfers (fund 399) - Wellhead/Water Supply Report	30,000	-	(30,000)	-100.00%
301-000-00-71-4612	Capital Transfers (fund 399) - Replacement Vehicle	-	60,000	60,000	100.0%
301-000-00-71-4612	Capital Transfers (fund 399) - Generator	-	125,000	125,000	100.0%
301-000-00-71-4612	Capital Transfers (fund 399) - Well Maint	-	30,000	30,000	100.0%
301-000-00-71-4612	Capital Transfers (fund 399) - Well Maint 1	530,000	-	(530,000)	-100.00%
301-000-00-71-4612	Capital Transfers (fund 399) - Well Maint 2	710,000	125,000	(585,000)	-82.39%
301-000-00-71-4612	Capital Transfers (fund 399) - Tower Maintenance	50,000	200,000	150,000	300.00%
301-000-00-71-4612	Capital Transfers (fund 399) - CR 43 /CR 81	150,000	-	(150,000)	-100.00%
301-000-00-85-4610	Debt Service Interest	25,036	8,681	(16,355)	-65.33%
301-000-00-85-4611	Debt Service Fees	500	100	(400)	-80.00%
301-000-00-85-4625	Leased Assets Interest	1,220	1,220	-	
		\$ 4,050,062	\$ 3,235,199	\$ (814,862)	-20.12%

Net Profit/(Loss) - including depreciation \$(1,686,991) \$ (996,196)

Water Capital Improvement Fund

Fund 399

Account Number	Description	2024	2025	2026	2027	2028	2029	2030
		Adopted Budget	Adopted Budget	Concept Budget	Concept Budget	Concept Budget	Concept Budget	Concept Budget
399-000-3155	Transfer In Revenue - Water Meter Repairs	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
399-000-3155	Transfer In Revenue - Misc Equip Replmt	15,000	15,000	15,000	15,000	15,000	15,000	15,000
399-000-3155	Transfer In Revenue - Well Maintenance	1,240,000	155,000	30,000	30,000	30,000	30,000	30,000
399-000-3155	Transfer In Revenue - Wellhead/Water Supply R	30,000	-	-	-	-	-	-
399-000-3155	Transfer In Revenue - Waterleak Equipment	25,000	-	-	-	-	-	-
399-000-3155	Transfer In Revenue - CR 43/CR 81	150,000	-	-	-	-	-	-
399-000-3155	Transfer In Revenue - Pickup	-	60,000	-	-	-	-	-
399-000-3155	Transfer In Revenue - Water Tower Mtn	760,000	200,000	200,000	200,000	200,000	200,000	200,000
399-000-3155	Transfer In Revenue - Computer Replacement	3,000	3,000	3,000	3,000	3,000	3,000	3,000
399-000-3155	Transfer In Revenue - Generator (new)	-	125,000	-	-	-	-	-
399-000-3155	Revenue Bonds - Proceeds - trans frm 301	1,500,000	-	-	-	-	1,500,000	-
399-000-3755	Water Access Charges	-	53,775	141,775	53,775	53,775	141,775	53,775
Total Revenues		\$ 3,733,000	\$ 621,775	\$ 399,775	\$ 311,775	\$ 311,775	\$ 1,899,775	\$ 311,775

CIP PROJECTS

Account Number	Description	2024	2025	2026	2027	2028	2029	2030
		Adopted Budget	Adopted Budget	Concept Budget	Concept Budget	Concept Budget	Concept Budget	Concept Budget
399-000-00-70-4316	Capital Purchases - WELL 8	1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
399-000-00-70-4316	Capital Purchases - WELL 9	-	-	-	-	-	1,500,000	-
399-000-00-70-4316	Capital Improvements - CR 43/CR81	150,000	-	-	-	-	-	-
399-000-00-70-4316	Capital Purchases - Vehicle	-	60,000	-	-	-	-	-
399-000-00-70-4316	Capital Purchases - Generator	-	125,000	-	-	-	-	-
399-000-00-20-4180	Wellhead/Water Supply Reports	30,000	-	-	-	-	-	-
399-000-00-25-4130	Misc Equipment upgrades/repairs	25,000	-	-	-	-	-	-
399-000-00-25-4545	Well Maintenance - yearly	1,240,000	155,000	30,000	30,000	30,000	30,000	30,000
399-000-00-25-4545	Water Towner Maintenance - yearly	50,000	200,000	200,000	200,000	200,000	200,000	200,000
399-000-00-25-4130	Computer Replacement Fund	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Total Expenses		\$ 2,998,000	\$ 543,000	\$ 233,000	\$ 233,000	\$ 233,000	\$ 1,733,000	\$ 233,000

EXCESS REVENUES OVER EXPENSES

\$ 735,000	\$ 78,775	\$ 166,775	\$ 78,775	\$ 78,775	\$ 166,775	\$ 78,775
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Sewer Enterprise Revenues

Rate increase 8% for non industrial contract

2024-2025

Account Number	Description	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
401-000-3376	Insurance Proceeds & Dividends	\$ 2,000	\$ 2,000	\$ -	
401-000-3810	Sewer Charges-Residential	1,395,703	1,663,636	267,933	19.20%
401-000-3811	Sewer Charges - Municipal	7,028	5,538	(1,490)	-21.20%
401-000-3812	Sewer Charges - Industrial	355,950	419,877	63,927	17.96%
401-000-3813	Sewer Fixed Fee-Residential	549,342	549,758	416	0.08%
401-000-3814	Sewer Fixed Fee - Municipal	3,998	4,197	199	4.98%
401-000-3815	Sewer Charges-Commercial	350,458	387,478	37,020	10.56%
401-000-3816	Sewer Septic Dumping Charges	3,000	3,000	-	
401-000-3817	Sewer Fixed Fee - Industrial	372	372	-	
401-000-3818	Sewer Fixed Fee-Commercial	37,090	37,090	-	
401-000-3820	Sewer Permit Org Fee	1,875	1,125	(750)	-40.00%
401-000-3822	Sewer Charges - Multifamily	280,959	291,474	10,515	3.74%
401-000-3823	Sewer Fixed Fee - Multifamily	6,378	6,378	-	
401-000-3940	Lease/Rental/Cam Rental	16,000	16,000	-	
401-000-3980	Late Fees	85,000	85,000	-	
401-000-3990	Loan Interest Revenue	29,035	25,902	(3,133)	-10.79%
401-000-3991	Leases Interest Revenue	9,200	9,200	-	
401-000-3999	Interest Earned	5,000	10,000	5,000	100.00%
401-000-4151	Refunds/Reimbursements	1,000	1,000	-	
		\$ 3,139,388	\$ 3,519,025	\$ 379,637	12.09%

	2024 Adopted Budget	2025 Adopted Budget	
Sewer Fund Expenses	3,569,293	3,354,422	
Projected Income / (Loss)	\$ (429,905)	\$ 164,603	
(includes Depreciation)			
Sewer Fund Expenses - less depreciation	2,146,698	1,918,827	
Projected Income / (Loss)	\$ 992,690	\$ 1,600,198	**w/o SAC
(excluding Depreciation)			

	2024 Adopted Budget	2025 Adopted Budget
Projected Cash Flow Change		
Beginning Cash	\$ 2,025,372	\$ 1,924,399
Projected Income / (Loss) - less Depreciation	992,690	1,600,198
Pension-GASB 68 (Non-Cash Item)	10,000	10,000
Interfund Loan Principal Payments from Others	35,000	80,000
Long Term Debt - Principal Payment	(1,138,662)	(1,172,495)
Projected Ending Cash - 401	\$ 1,924,399	\$ 2,442,102

depreciation expense	1,422,595	1,435,595
% of depreciation covered	69.78%	111.47%

Sewer Fund Expenses

Account Number	Description	ADDTL FTE		2024-2025	
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
401-000-00-05-4002	Wages	\$ 544,840	\$ 646,523	\$ 101,683	18.66%
401-000-00-05-4004	Overtime Wages	15,517	19,751	4,234	27.29%
401-000-00-05-4006	On Call Pay	7,500	17,500	10,000	133.33%
401-000-00-05-4002	Sick & Safe Time Leave PT	411	-	(411)	-100.00%
401-000-00-05-4008	Insurance Benefits (er)	39,837	45,262	5,425	13.62%
401-000-00-05-4009	HSA Accounts	1,950	2,950	1,000	51.28%
401-000-00-05-4010	F.I.C.A./Medicare (er)	43,477	52,313	8,836	20.32%
401-000-00-05-4012	P.E.R.A. (er)	42,164	51,288	9,124	21.64%
401-000-00-05-4021	PFMLA	1,992	3,014	1,022	51.31%
401-000-00-05-4016	WC Insurance	17,711	18,214	503	2.84%
401-000-00-05-4018	Pension Exp - GASB 68	10,000	10,000	-	
401-000-00-05-4020	Union Insurance	33,900	43,380	9,480	27.96%
401-000-00-20-4140	Audit	6,500	7,000	500	7.69%
401-000-00-20-4150	Engineering	6,000	6,000	-	
401-000-00-20-4160	Testing	31,000	31,000	-	
401-000-00-20-4170	Legal	2,000	2,000	-	
401-000-00-20-4180	Other Consultants	1,000	1,000	-	
401-000-00-20-4185	Medical Exams	500	500	-	
401-000-00-25-4022	Bad Debt Expense	1,000	1,000	-	
401-000-00-25-4110	Bank Charges - PSN	35,000	30,000	(5,000)	-14.29%
401-000-00-25-4130	Computers/Software	5,650	-	(5,650)	-100.00%
401-000-00-25-4130	Computers/Software - CIVIC SYSTEM	-	5,600	5,600	100.0%
401-000-00-25-4130	Computers/Software - CITIES DIGITAL	-	815	815	100.0%
401-000-00-25-4133	Computer Maintenance	1,000	1,000	-	
401-000-00-25-4134	Website	1,500	1,500	-	
401-000-00-25-4200	Printing - newsletter	850	850	-	
401-000-00-25-4210	Operating Supplies	15,000	15,000	-	
401-000-00-25-4212	Other Operations Expenses	1,000	1,000	-	
401-000-00-25-4215	Uniforms/Clothing	1,300	1,300	-	
401-000-00-25-4218	Boots/Shoes - per union Contract	975	1,050	75	7.69%
401-000-00-25-4220	Advertising	600	600	-	
401-000-00-25-4225	Sanitation/Garbage Removal	600	480	(120)	-20.00%
401-000-00-25-4230	Telephone/Internet-OnCall/EE Cell	3,276	3,800	524	16.00%
401-000-00-25-4230	Telephone/Internet - new Ipads	1,440	1,440	-	
401-000-00-25-4230	Telephone/Internet - Windstream	1,560	1,560	-	
401-000-00-25-4230	Telephone/Internet - Total Control	3,420	800	(2,620)	-76.61%
401-000-00-25-4230	Telephone/Internet - Verizon WWTP Ce	3,960	3,960	-	
401-000-00-25-4230	Telephone/Internet - Security Camera	-	405	405	100.0%
401-000-00-25-4235	Postage	7,500	7,500	-	
401-000-00-25-4238	Training/Schools	2,500	3,000	500	20.00%
401-000-00-25-4240	Travel/Mileage	300	300	-	
401-000-00-25-4243	Meals	100	100	-	
401-000-00-25-4250	Liability Insurance	31,500	35,322	3,822	12.13%
401-000-00-25-4255	Rent/Lease	200	200	-	
401-000-00-25-4256	Sludge Hauling/Dumping	85,000	85,000	-	
401-000-00-25-4257	Contractors Hired	25,000	25,000	-	

Sewer Fund Expenses – (continued)

Account Number	Description	2024-2025			
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
401-000-00-25-4260	Subscriptions/Dues	5,000	5,000	-	
401-000-00-25-4300	Awards - Employees LOS	100	100	-	
401-000-00-25-4313	Amortization Expense-leased assets	2,845	2,845	-	
401-000-00-25-4314	Amortization Expense	(16,410)	(16,410)	-	
401-000-00-24-4318	Depreciation Equipment	1,422,595	1,435,595	13,000	0.91%
401-000-00-25-4320	Sand/Salt	100	100	-	
401-000-00-25-4380	Chemicals	142,913	160,000	17,087	11.96%
401-000-00-25-4405	Motor Fuel	12,120	12,000	(120)	-0.99%
401-000-00-25-4410	Tires	2,500	2,500	-	
401-000-00-25-4413	Equipment/Accessories	2,500	2,500	-	
401-000-00-25-4430	Vehicle Maintenance	2,500	6,000	3,500	140.00%
401-000-00-25-4540	Repair/Maintenance Buildings	10,000	10,000	-	
401-000-00-25-4545	Repair/Maintenance Equipment	75,000	75,000	-	
401-000-00-25-4570	Electricity	414,921	175,000	(239,921)	-57.82%
401-000-00-25-4580	Natural Gas	40,000	40,000	-	
401-000-00-25-4582	Solar Credit	(1,000)	(1,000)	-	
401-000-00-25-4585	Fuel Oil	7,000	7,000	-	
401-000-00-71-4612	Capital Transfers/Fund 499	50,000	100,000	50,000	100.00%
401-000-00-71-4612	Capital Transfers/Fund 499 -Equipment	150,000	-	(150,000)	-100.00%
401-000-00-85-4610	Debt Service Interest	177,049	150,240	(26,809)	-15.14%
401-000-00-85-4611	Debt Service Fees	455	455	-	
401-000-00-85-4612	Debt Transfer Out	31,355	-	(31,355)	-100.00%
401-000-00-85-4626	Leased Assets Interest	1,220	1,220	-	
		\$ 3,569,293	\$ 3,354,422	\$(214,871)	-6.02%

Net Profit/(Loss) - including depreciation \$ (429,905) \$ 164,603

CASHFLOW PURPOSE ONLY

401-2251/2391	Long Term Debt - Curr Princ Pymt	1,138,662	1,172,495
401-2251/2391	Potential Long Term Debt - WWTP Expansion		-

Sewer Capital Improvement Fund

Fund 499

Account Number	Description	2024	2025	2026	2027	2028	2029	2030
		Adopted Budget	Adopted Budget	Concept Budget	Concept Budget	Concept Budget	Concept Budget	Concept Budget
499-000-3155	Transfer In Revenue - Misc Equip Reprint	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
499-000-3155	Transfer In Revenue - Generators	150,000	-	170,000	-	-	-	-
499-000-3155	Transfer In Revenue - Floor Sweeper	-	-	6,000	-	-	-	-
499-000-3155	Transfer In Revenue - Bond Proceeds - PFA	-	-	-	29,000,000	-	-	-
499-000-3162	PFA Grant/State Appropriation Grant	-	-	-	19,000,000	-	-	-
499-000-3855	Sewer Access Charges	133,125	79,875	209,275	79,875	79,875	209,275	79,875
Total Revenues		\$ 333,125	\$ 179,875	\$ 485,275	\$ 48,179,875	\$ 179,875	\$ 309,275	\$ 179,875

CIP PROJECTS

Account Number	Description	2024	2025	2026	2027	2028	2029	2030
		Adopted Budget	Adopted Budget	Concept Budget	Concept Budget	Concept Budget	Concept Budget	Concept Budget
499-000-00-70-4316	Capital Purchases - Equipment Replacement	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
499-000-00-70-4316	Capital Purchase - Generator #80 & #81	150,000	-	170,000	-	-	-	-
499-000-00-70-4316	Capital Purchase - Mower #311	-	-	10,000	-	-	-	-
499-000-00-70-4316	Capital Purchase - Floor Sweeper #308	-	-	6,000	-	-	-	-
499-000-00-70-4316	WWTP Expansion Phase II	-	-	-	48,000,000	-	-	-
Total Expenses		\$ 150,000	\$ 100,000	\$ 286,000	\$ 48,100,000	\$ 100,000	\$ 100,000	\$ 100,000

EXCESS REVENUES OVER EXPENSES

\$ 183,125	\$ 79,875	\$ 199,275	\$ 79,875	\$ 79,875	\$ 209,275	\$ 79,875
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Storm Water Enterprise Revenues

		2024-2025			
Account Number	Description	2024	2025	\$ Change	% Change
		Adopted Budget	Adopted Budget		
601-000-3376	Insurance Proceeds/Dividends	\$ 335	\$ 400	\$ 65	19.40%
601-000-3860	Storm Sewer Charges-Resident	223,211	224,453	1,242	0.56%
601-000-3865	Storm Sewer Charges-Commercial	38,785	40,000	1,215	3.13%
601-000-3980	Late Fees	10,000	10,000	-	
601-000-3999	Interest Earned	6,000	9,000	3,000	50.00%
		\$ 278,331	\$ 283,853	\$ 5,522	1.98%

	2024	2025
	Adopted Budget	Adopted Budget
Storm Sewer Fund Expenses	484,183	405,617
Projected Income / (Loss)	\$ (205,852)	\$ (121,764)
(includes Depreciation)		
Storm Sewer Fund Expenses - less depreciation	256,854	223,917
Projected Income / (Loss)	\$ 21,477	\$ 59,936
(excluding Depreciation)		

	2024	2025
	Adopted Budget	Adopted Budget
Projected Cash Flow Change		
Beginning Cash	328,462	349,939
Projected Income / (Loss) - less Depreciation	21,477	59,936
Projected Ending Cash	\$ 349,939	\$ 409,874

depreciation expense	227,329	181,700
% of depreciation covered	9.45%	32.99%

Storm Water Enterprise Expenses

Account Number	Description	ADDTL FTE - Eng		2024-2025	
		2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
601-000-00-05-4002	Wages	\$ 121,340	\$ 122,803	1,463	1.21%
601-000-00-05-4004	Overtime Wages	500	500	-	
601-000-00-05-4002	Sick & Safe Time Leave PT	247	-	(247)	-100.00%
601-000-00-05-4008	Insurance Benefits (er)	8,817	6,019	(2,798)	-31.73%
601-000-00-05-4009	HSA Accounts	675	475	(200)	-29.63%
601-000-00-05-4010	F.I.C.A./Medicare (er)	9,304	9,398	94	1.01%
601-000-00-05-4012	P.E.R.A. (er)	9,043	9,212	169	1.87%
601-000-00-05-4021	PFMLA	427	542	115	26.93%
601-000-00-05-4016	WC Insurance	1,085	1,620	535	49.31%
601-000-00-05-4018	Pension Exp - GASB 68	10,000	10,000	-	
601-000-00-20-4140	Audit	2,500	2,500	-	
601-000-00-20-4150	Engineering	1,000	500	(500)	-50.00%
601-000-00-25-4022	Bad Debt Expense	250	250	-	
601-000-00-25-4134	Website	480	480	-	
601-000-00-25-4200	Printing - Newsletter etc	850	850	-	
601-000-00-25-4210	Operating Supplies	1,000	500	(500)	-50.00%
601-000-00-25-4212	Other Operations Expenses	100	100	-	
601-000-00-25-4220	Advertising	200	200	-	
601-000-00-25-4230	Telephone/Internet-Vonage	420	-	(420)	-100.00%
601-000-00-25-4235	Postage	1,600	1,600	-	
601-000-00-25-4238	Training/Schools	500	500	-	
601-000-00-25-4250	Liability Insurance	5,300	5,893	593	11.19%
601-000-00-25-4257	Contractors Hired	3,600	3,600	-	
601-000-00-25-4260	Subscriptions/Dues	250	250	-	
601-000-00-25-4300	Awards - Employee LOS	25	25	-	
601-000-00-24-4318	Depreciation Equipment	227,329	181,700	(45,629)	-20.07%
601-000-00-25-4320	Sand/Salt	100	100	-	
601-000-00-25-4405	Motor Fuel	500	500	-	
601-000-00-25-4410	Tires	500	500	-	
601-000-00-25-4430	Vehicle Maintenance	1,000	10,000	9,000	900.00%
601-000-00-25-4545	Repair/Maintenance Equipment	10,000	5,000	(5,000)	-50.00%
601-000-00-71-4612	Capital Transfer Out - 699	30,000	30,000	-	
601-000-00-85-4612	Debt Service Transfer Out	10,241	-	(10,241)	-100.00%
601-000-00-71-4612	Debt Service Transfer Out-New Street Project	25,000	-	(25,000)	-100.00%
		\$ 484,183	\$ 405,617	\$(78,566)	-16.23%

Storm Water Capital Improvement

Fund 699

		2024	2025	2026	2027	2028	2029	2030
		Adopted	Adopted	Concept	Concept	Concept	Concept	Concept
Account Number	Description	Budget	Budget	Budget	Budget	Budget	Budget	Budget
699-000-3155	Transfer In Revenue - Misc Equip Replmt	\$ 30,000	\$ 30,000	\$ 35,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
699-000-3155	Transfer In Revenue - Sweeper	-	-	-				
	Total Revenues	\$ 30,000	\$ 30,000	\$ 35,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
CIP PROJECTS								
		2024	2025	2026	2027	2028	2029	2030
		Adopted	Adopted	Concept	Concept	Concept	Concept	Concept
Account Number	Description	Budget	Budget	Budget	Budget	Budget	Budget	Budget
499-000-00-70-4316	Capital Purchases - Sweeper	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -
	Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -
EXCESS REVENUES OVER EXPENSES		\$ 30,000	\$ 30,000	\$ 35,000	\$ 50,000	\$(200,000)	\$ 50,000	\$ 50,000



Liquor Store Revenues

		2024-2025			
Account Number	Description	2024	2025	\$	%
		Adopted Budget	Adopted Budget		
501-000-3310	Liquor Sales	\$ 1,909,171	\$ 2,004,630	95,459	5.00%
501-000-3311	Non Alcoholic Liquor Sales	1,150	1,265	115	10.00%
501-000-3320	Beer Sales	2,678,125	2,597,781	(80,344)	-3.00%
501-000-3321	Non Alcoholic Beer Sales	10,014	26,976	16,962	169.38%
501-000-3330	Wine Sales	637,960	618,821	(19,139)	-3.00%
501-000-3331	Non Alcoholic Wine Sales	2,046	4,291	2,245	109.73%
501-000-3332	THC Infused Seltzers	76,470	70,586	(5,884)	-7.69%
501-000-3340	Mix/Pop	84,468	89,536	5,068	6.00%
501-000-3341	Cigar Sales	8,198	10,248	2,050	25.00%
501-000-3342	Cigarette Sales - Non Tax	58,262	54,403	(3,859)	-6.62%
501-000-3343	Ice/Water Sales - Non Tax	21,127	22,817	1,690	8.00%
501-000-3375	Miscellaneous Revenue	365	250	(115)	-31.51%
501-000-3376	Insurance Proceeds	500	500	-	
501-000-3380	Bottle/Keg Deposits - Non Tax	(250)	(250)	-	
501-000-3385	Cash Over	(100)	(100)	-	
501-000-3390	Loyalty Program	(27,563)	(29,215)	(1,652)	5.99%
501-000-3999	Interest Earned	11,110	35,000	23,890	215.03%
		\$ 5,471,053	\$ 5,507,539	\$ 36,486	0.67%

	2024	2025
	Adopted Budget	Adopted Budget
Liquor Fund Expenses	5,730,249	5,862,309
Projected Income/ (Loss)	\$ (259,196)	\$ (354,770)
(includes Depreciation, includes Transfers)		
	5,657,649	5,789,118
Projected Income/(Loss)	\$ (186,596)	\$ (281,580)
(excluding Depreciation, includes Transfers)		
	5,245,249	5,377,309
Projected Income/(Loss)	\$ 225,804	\$ 130,230
(includes Depreciation, excludes Transfers)		
	2024	2025
	Adopted Budget	Adopted Budget
Gross Profit		
Sales	\$ 5,459,428	\$ 5,472,139
Less Cost of Goods Sold	(4,001,261)	(4,081,803)
Gross Profit	1,458,167	1,390,336
Gross Profit %	27%	25%
Net Profit % before Transfers	4%	2%
Projected Cash Flow Change	2024	2025
Beginning Cash	1,648,376	1,461,781
Projected Income/Loss - less Depreciation	(186,596)	(281,580)
Projected Ending Cash	\$ 1,461,781	\$ 1,180,201
depreciation expense	72,600	73,190
% of depreciation covered	-257.02%	-384.72%
% of Personnel to total Revenues	15%	16%

Liquor Store Expenses

		2024-2025			
Account Number	Description	2024	2025	\$	%
		Adopted Budget	Adopted Budget		
501-000-00-05-4002	Wages	\$ 627,977	\$ 639,364	\$ 11,387	1.81%
501-000-00-05-4004	Overtime Wages	6,000	8,000	2,000	33.33%
501-000-00-05-4002	Sick & Safe Time Leave - PT	8,975	8,415	(560)	-6.24%
501-000-00-05-4008	Insurance Benefits (er)	71,185	89,097	17,912	25.16%
501-000-00-05-4009	HSA Accounts	6,355	7,152	797	12.54%
501-000-00-05-4010	F.I.C.A./Medicare (er)	49,189	50,172	983	2.00%
501-000-00-05-4012	P.E.R.A. (er)	48,225	49,188	963	2.00%
501-000-00-05-4021	PFMLA	2,253	2,890	637	28.27%
501-000-00-05-4016	W/C Insurance	21,840	24,840	3,000	13.74%
501-000-00-05-4017	Unemployment Benefits	100	100	-	
501-000-00-05-4018	Pension Exp - GASB 68	10,000	10,000	-	
501-000-00-20-4140	Audit	6,500	7,000	500	7.69%
501-000-00-20-4170	Legal	1,000	1,000	-	
501-000-00-20-4180	Other Consultants	100	100	-	
501-000-00-25-4022	Bad Debt Expenditure	100	100	-	
501-000-00-25-4110	Bank Charges	108,000	108,000	-	
501-000-00-25-4111	Online Store Ordering Fees	2,000	1,200	(800)	-40.00%
501-000-00-25-4126	Use Tax	100	100	-	
501-000-00-25-4130	Computers/Software - MISC ITEMS	7,175	1,000	(6,175)	-86.06%
501-000-00-25-4130	Computers/Software-Civic System	-	2,726	2,726	100.0%
501-000-00-25-4130	Computers/Software - Daily Data	-	2,700	2,700	100.0%
501-000-00-25-4130	Computers/Software - LaiserFiche	-	815	815	100.0%
501-000-00-25-4130	Computers/Software -NCR	-	500	500	100.0%
501-000-00-25-4133	Computer Maintenance	500	500	-	
501-000-00-25-4134	Website	1,500	1,500	-	
501-000-00-25-4200	Printing - Newsletter etc	850	850	-	
501-000-00-25-4210	Operating Supplies	8,300	10,500	2,200	26.51%
501-000-00-25-4210	Operating Supplies - BL Center Ownr	300	300	-	
501-000-00-25-4212	Other Operations Expenses	1,000	500	(500)	-50.00%
501-000-00-25-4213	Safety Training Expenses	250	250	-	
501-000-00-25-4215	Uniforms/Clothing	1,000	1,000	-	
501-000-00-25-4217	Cleaning Services	4,800	4,800	-	
501-000-00-25-4220	Advertising	12,000	12,000	-	
501-000-00-25-4225	Sanitation / Garbage Removal	8,160	9,000	840	10.29%
501-000-00-25-4230	Telephone/Internet - Payroll	1,200	-	(1,200)	-100.00%
501-000-00-25-4230	Telephone/Internet - Verizon	-	504	504	100.0%
501-000-00-25-4230	Telephone/Internet - Vonage	1,920	-	(1,920)	-100.00%
501-000-00-25-4230	Telephone/Internet - Charter/Ring	5,400	8,700	3,300	61.11%
501-000-00-25-4235	Postage	200	200	-	
501-000-00-25-4236	Postage - BL Cemter Ownr Assoc	24	24	-	
501-000-00-25-4238	Training/Schools	3,000	3,000	-	
501-000-00-25-4240	Travel/Mileage	400	400	-	
501-000-00-25-4243	Meals	100	100	-	

Liquor Store Expenses – (continued)

		2024-2025			
Account Number	Description	2024 Adopted Budget	2025 Adopted Budget	\$ Change	% Change
501-000-00-25-4250	Liability Insurance	12,800	15,708	2,908	22.72%
501-000-00-25-4249	Liability Insurance - BL Center Ownr	2,916	2,916	-	
501-000-00-25-4255	Rent/Lease	100	100	-	
501-000-00-25-4257	Contractors Hired	250	250	-	
501-000-00-25-4260	Subscriptions/Dues	4,000	680	(3,320)	-83.00%
501-000-00-25-4260	Subscriptions/Dues - MMBA	-	3,700	3,700	100.0%
501-000-00-25-4260	Subscriptions/Dues - Tobacco	-	100	100	100.0%
501-000-00-25-4260	Subscriptions/Dues - Buyer Card	-	20	20	100.0%
501-000-00-25-4300	Awards - Employee LOS	100	30	(70)	-70.00%
501-000-00-25-4314	Amortization Expense	-	-	-	
501-000-00-24-4318	Depreciation Equipment	72,600	73,190	590	0.81%
501-000-00-25-4322	Leasehold Improvements	2,500	5,000	2,500	100.00%
501-000-00-25-4371	Ground Maintenance-BL Center Ownr	720	720	-	
501-000-00-25-4376	Snow Removal - BI Center Ownr Ass	11,100	11,100	-	
501-000-00-25-4413	Equipment/Accessories	2,000	5,000	3,000	150.00%
501-000-00-25-4540	Repair/Maintenance Buildings	8,000	8,000	-	
501-000-00-25-4545	Repair/Maintenance Equipment	4,800	5,000	200	4.17%
501-000-00-25-4570	Electricity	24,600	28,191	3,591	14.60%
501-000-00-25-4571	Electricity-BL Center Ownr Assoc	540	540	-	
501-000-00-25-4580	Natural Gas	3,500	3,570	70	2.00%
501-000-00-25-4582	Solar Credit	(1,000)	(1,000)	-	
501-000-00-25-4590	Water/Sewer Utilities	1,200	1,320	120	10.00%
501-000-00-25-4591	Water/Sewer Utilities - BL Center O	216	216	-	
501-000-00-25-4595	Association/CAM Fees	16,656	16,800	144	0.86%
501-000-00-25-4902	Donations/Sponsorship	1,000	1,500	500	50.00%
501-000-00-27-4262	Purchases - Liquor	1,401,831	1,443,886	42,055	3.00%
501-000-00-27-4263	Purchases - Beer	2,020,462	2,040,666	20,205	1.00%
501-000-00-27-4264	Purchases - Wine	420,615	424,821	4,206	1.00%
501-000-00-27-4265	Purchases - Mix/Pop	46,956	47,426	470	1.00%
501-000-00-27-4266	Purchases - Misc	12,317	13,548	1,232	10.00%
501-000-00-27-4267	Purchases - NonAlcoholic Beer	7,036	19,852	12,816	182.16%
501-000-00-27-4268	Purchases - NonAlcoholic Wine	1,115	2,910	1,795	160.89%
501-000-00-27-4269	Freight - In	30,000	30,000	-	
501-000-00-27-4270	Purchases - NonAlcoholic Liquor	500	550	50	10.00%
501-000-00-27-4271	Purchases - Cigars	5,745	9,941	4,196	73.04%
501-000-00-27-4273	Purchases - Cigarette Non Tax	54,185	47,703	(6,482)	-11.96%
501-000-00-27-4274	Purchases - Bottle/Keg Non Tax	500	500	-	
501-000-00-27-4276	Purchases - THC	47,412	44,268	(3,144)	-6.63%
501-000-00-71-4612	Operating Transfer Out - GF	450,000	450,000	-	
501-000-00-71-4612	Capital Transfer -FUND 599- Replen	35,000	35,000	-	
		\$ 5,730,249	\$ 5,862,309	\$ 132,060	2.30%

Net Profit/(Loss) - including depreciation \$ (259,196) \$ (354,770)

Liquor Store Recap

	<u>2024-2025</u>			
	2024 Budget	2025 Adopted Budget	\$	%
				Change
<u>Sales</u>				
Gross Sales	\$ 5,486,991	\$ 5,501,354	\$ 14,363	0.26%
Less Loyalty Program	(27,563)	(29,215)	(1,652)	5.99%
Cost of Goods Sold	4,048,673	4,126,071	77,398	1.91%
Gross Profit	\$ 1,410,755	\$ 1,346,068	\$ (64,687)	-4.59%
Gross Profit %	26%	25%		
<u>Revenue Budget</u>				
Gross Sales	\$ 5,459,428	\$ 5,472,139	\$ 12,711	0.23%
Other Revenues	11,625	35,400	23,775	204.52%
Total Revenues	\$ 5,471,053	\$ 5,507,539	\$ 36,486	0.67%
	-	-	-	
<u>Expense Budget</u>				
Personnel	\$ 852,099	\$ 889,218	\$ 37,119	4.36%
Professional Services	7,600	8,100	500	6.58%
Operations	264,277	280,730	16,453	6.23%
Cost of Goods Sold	4,048,673	4,126,071	77,398	1.91%
Capital/Transfers	485,000	485,000	-	0.00%
Depreciation	72,600	73,190	590	0.81%
Total Expenses	\$ 5,730,249	\$ 5,862,309	\$ 132,060	2.30%
	-	-	-	
<u>Net Income/(Loss) with Depreciation and Transfer</u>	\$ (259,196)	\$ (354,770)		
<u>Projected Ending Cash</u>	\$ 1,461,781	\$ 1,180,201		
Net profit before transfer to General Fund	\$ 95,230			
Net profit % before transfer	2%			
Labor Cost % to Sales	16%			
Projected Cash balance as % to Budget	20%			

Liquor Store Capital Improvement

Fund 599

Account Number	Description	2024 Adopted Budget	2025 Adopted Budget	2026 Concept Budget	2027 Concept Budget	2028 Concept Budget	2029 Concept Budget	2030 Concept Budget
599-000-3155	Transfer In Revenue - Prkg Lot/Bldg Rprs/Mis	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 10,000	\$ 10,000
Total Revenues		\$ 35,000	\$ 10,000	\$ 10,000				

CIP PROJECTS

Account Number	Description	2024 Adopted Budget	2025 Adopted Budget	2026 Concept Budget	2027 Concept Budget	2028 Concept Budget	2029 Concept Budget	2030 Concept Budget
599-000-00-70-4316	Capital Purchases - Shelving/Furniture	\$ -	\$ -	\$ -	\$ 13,000	\$ -	\$ -	\$ -
599-000-00-70-4316	Capital Purchases - Entryway	10,000	-	-	-	-	-	-
599-000-00-70-4316	Capital Purchases - PA System	10,000	-	-	-	-	-	-
599-000-00-70-4316	Capital Purchases - Office/Breakroom floor	10,000	-	-	-	-	-	-
599-000-00-70-4316	Capital Purchases - Private/Nursing Room	5,000	-	-	-	-	-	-
599-000-00-70-4316	Capital Purchases - Cash Registers	-	10,000	-	-	-	-	-
599-000-00-70-4316	Capital Purchases - HVAC	-	-	15,000	-	-	-	-
599-000-00-70-4316	Capital Purchases - Floor Cleaning Machine	5,000	-	-	-	-	-	-
599-000-00-70-4316	Capital Purchases - Signs	-	-	-	-	-	-	-
599-000-00-70-4316	Capital Purchases - New Shelving	-	10,000	-	13,000	-	-	-
599-000-00-70-4316	Capital Improvement - Parking Lot/Bldg Impr	53,000	-	-	-	-	-	-
Total Expenses		\$ 93,000	\$ 20,000	\$ 15,000	\$ 26,000	\$ -	\$ -	\$ -

EXCESS REVENUES OVER EXPENSES

\$ (58,000)	\$ 15,000	\$ 20,000	\$ 9,000	\$ 35,000	\$ 10,000	\$ 10,000
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Lake Liquors
CITY OF BIG LAKE

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CAPITAL IMPROVEMENT PLAN

Capital Improvement Plan & Capital Budget

To set up a capital improvement fund the City is required to formally adopt a Capital Program (CIP). The main advantage of this method of budgeting and planning is that projects can be earmarked and carried from one year to the next. For example, if it is recognized that renovation of a public building will be needed in five years, an amount can be set aside annually so the project can be funded at the end of five years. The CIP fund also allows a project to be done in phases, with funds allocated in one year for a portion of a project and then finished in later years.

The Capital Improvement Plan is a five-year planning document designed to guide decisions concerning capital expenditures. This is a planning document and, as for all planning documents, it is subject to revision in order to reflect changes in community needs and service requirements, environmental factors and Council priorities. The first year of the Plan is intended to accurately reflect that year's anticipated appropriation for major capital projects and is called the Capital Budget. The subsequent four years represents an anticipated capital need during the period as submitted and approved. The CIP must be reviewed and revised each year in order to add new projects and revise priorities.

The process of determining major capital needs and establishing a financial program extending beyond the annual budget encourages the City to examine long-range needs and allows more coherent City-wide fiscal policies. The CIP provides a basis to compare projects and provides opportunities to explore alternate funding sources, since most capital improvement requests exceed the available revenues.

Since 2016, the City has allocated all funds received from the Local Government Aid to the Capital Improvement Plan and budgets, with some additional budgeted transfers from the General Fund.

The purpose is to set up a five (5) year Capital Improvement Plan in order to establish a capital improvement fund. The main goals are:

- To ease the review of the annual capital budget through a uniform and fair process
- To invite and promote public participation in the annual budget process. This is accomplished through a reasonable, sensible and responsible approach by providing documentation, as well as advertising and scheduling public meetings.
- To link capital budget requests with the City strategic plan, adopted policies, and other approved planning documents.
- To link capital expenditures with operating budgets.
- To increase awareness, cooperation, coordination, and participation between departments, agencies, stakeholders, and other political jurisdictions.

The City of Big Lake conducts various planning processes (long-term, mid-term and short-term), to help guide the government and to ensure the decisions are made in the context of the organization as a whole and with a long-term perspective. Diligent efforts are made to insure each of these component planning processes are in concert with one another. This so called "Linkage" is paramount to ensure short-term decisions are consistent with the overriding values embodied in the mid-term and long-term planning processes adopted by the City Council. The required linkage dictates that the CIP be developed within the context of and consistent with, the City's long-term and mid-term plans.

Each element of the City's planning process has a different purpose and timeframe. The Strategic Plan, Vision, Mission, Long-Term Goals and Growth Policy are the most far-reaching in nature – 10 to 25 years. The Capital Improvement Plan and the Five-Year Financial planning are mid-term in nature – five years. The

Annual Budget and the Capital Budget are short-term – covering a one-year timeframe. The most important requisite is that they are coordinated and are in concert with one another.

Capital Planning

Capital planning refers to the process of identifying and prioritizing City capital needs for determining which capital projects should be funded in the capital budget as resources become available. Citywide planning is guided by the City’s strategic Plan and the Growth (Comprehensive Plan) Policy. These plans provide long term direction for the growth and development of the City.

Capital Planning Process

The capital improvements process provides for the identification, review, planning and budgeting of current and future capital expenditures.

All requests for capital improvement projects are reviewed, evaluated, and weighted in order to assist the City Council in selecting the projects to be funded. Department are responsible for submitting CIP requests. The adoption of a CIP by the City is strictly a statement of intent, not an appropriation of funding for projects contained within. A list of approved CIP projects will be updated on an annual basis as new needs become known or priorities change. The possibility of a project with a low priority can remain in the CIP longer than four years due to a more important project bumping ahead in the schedule for quicker implementation. On occasion, some approved projects, with a lower priority are funded in advance of projects with a higher priority, in order to meet legal requirements or when a new or identified source of funding becomes available in order to complete the project.

For the purpose of this process, “Capital”, is defined as an item or items that have a single acquisition cost of at least \$5,000 and a useable life for a minimum of 3 years. This definition assists in delineating a major project or piece of equipment as a capital program, rather than routine maintenance or replacement of operating equipment.

- Replacement vehicles for the police department are included in the CIP program as indicated on the fleet replacement schedule, which is funded each year in the Capital Budget.

Capital Improvement Plan Funding

The FY 2024-2030 Capital Improvement Plan has twelve different sources of funding. Each funding source is described below. As noted before, capital projects, unlike operating expenses which recur annually, only require one-time allocations for a given project. This funding flexibility allows the City to pursue financing and one-time revenues sources to accelerate completion of critical projects.

- **General Fund** – yearly transfers from the General Fund for future projects and for the computer replacement allocation
- **CIP Fund** – allocated fund balance of the Capital Improvements funds for specific projects
- **LGA** – Local Government Aid the City received from the State
- **Bonds** – General Obligation Bonds for the Street Rehabilitation program
- **Park Dedication** – funds from the Park Development Fund, currently these projects are on hold as there is no immediate funding for the projects
- **Water Operations** – yearly transfers from the Water Operation Fund to the Water CIP fund for future projects

- **Revenue Bond Water** – bonds needed to finance upcoming projects
- **Sewer CIP Fund** – allocated fund balance for the infrastructure improvement on the Wastewater Treatment Plant
- **Sewer Operations** – yearly transfer from the Sewer Operation Fund to the Sewer CIP fund for future projects
- **Storm Water Operations** – yearly transfer from the Storm Water Operation Fund to the Storm Water CIP fund for future projects
- **Liquor Store Operations** – yearly transfers from the Liquor Store Operation Fund to the Liquor Store CIP Fund for future projects
- **Debt Service Funds** – yearly principal and interest payments for all debts of the City

Whenever the City commits to a CIP plan, there is an associated long-range commitment of operating funds. For this reason, it is important to evaluate capital commitments in the context of their long-range operating impact. Most capital projects affect future operating budgets either positively or negatively due to an increase or decrease in maintenance costs or by providing capacity for new programs to be offered. Such impacts vary widely from project to project and, as such, are evaluated individually during the process of assessing project feasibility. The five-year financial plans also provide an opportunity to review the operating impact of growth-related future capital projects.



Capital Improvement Plan Summary 2025 - 2030

2025 through 2030 - Summary by Department

Dept	2025	2026	2027	2028	2029	2030	Totals
Administration/Finance	\$ 40,000	\$ 90,000	\$ 26,140,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 26,540,000
IT Department	17,500	17,500	17,500	17,500	17,500	26,500	114,000
Elections	31,000	-	6,000	-	6,000	-	43,000
Fire - City Portion only	238,250	260,000	222,500	278,000	442,500	243,500	1,684,750
Police Department	82,611	191,611	177,011	148,170	190,657	196,527	986,587
Streets Department	275,000	665,000	935,000	505,000	685,000	1,005,000	4,070,000
Streets Improvements	1,550,000	1,050,000	900,000	700,000	700,000	700,000	5,600,000
Parks Department	179,000	194,000	85,750	85,750	265,750	85,750	896,000
Park Development Fund	540,000	360,000	-	360,000	-	230,000	1,490,000
Water Enterprise Fund	568,000	258,000	258,000	258,000	258,000	258,000	1,858,000
Sewer Enterprise Fund	100,000	286,000	48,100,000	100,000	100,000	100,000	48,786,000
Storm Sewer Enterprise Fund	30,000	35,000	50,000	300,000	10,000	10,000	435,000
Liquor Store Enterprise Fund	60,000	60,000	90,000	60,000	35,000	15,000	320,000
City Debt Payments	3,633,998	3,532,291	7,762,647	7,782,876	7,541,070	5,944,570	36,197,452
Total General Fund and Enterprise Funds	\$ 7,345,359	\$ 6,999,402	\$ 84,744,408	\$ 10,685,296	\$ 10,341,477	\$ 8,904,847	\$ 129,020,789

2025 through 2030 - Summary by Funding Source

Funding Source	2025	2026	2027	2028	2029	2030	Totals
General Fund	\$ 425,861	\$ 546,611	\$ 469,361	\$ 610,750	\$ 456,750	\$ 763,250	\$ 3,272,583
CIP FUND	1,710,000	1,100,000	950,000	880,000	900,000	930,000	6,470,000
LGA	437,500	821,500	1,064,400	513,670	1,040,657	884,027	4,761,754
Bonds	-	-	26,000,000	-	-	-	26,000,000
Park Devopment Fund	380,000	360,000	-	180,000	-	-	920,000
Water Operations	568,000	258,000	258,000	258,000	258,000	258,000	1,858,000
Revenue Bonds - Sewer	-	-	48,000,000	-	-	-	48,000,000
Sewer Operations	100,000	286,000	100,000	100,000	100,000	100,000	786,000
Storm CIP	-	-	-	250,000	-	-	250,000
Storm Operations	30,000	35,000	50,000	50,000	10,000	10,000	185,000
Liquor CIP	25,000	5,000	20,000	5,000	5,000	-	60,000
Liquor Operations	35,000	55,000	70,000	55,000	30,000	15,000	260,000
Debt - GF	1,667,160	1,681,354	3,027,101	3,021,623	2,856,086	2,864,070	15,117,394
Debt - SF	980,272	981,270	4,060,737	4,058,697	4,061,001	3,080,500	17,222,477
Debt - SA	152,531	153,114	152,646	153,143	152,589	-	764,023
Debt - GF/EF	834,035	716,553	522,163	549,413	471,394	-	3,093,558
Total All Funding Sources	\$ 7,345,359	\$ 6,999,402	\$ 84,744,408	\$ 10,685,296	\$ 10,341,477	\$ 8,904,847	\$ 129,020,789

Capital Improvement Plan by Department

CIP PLAN 2025-2030

Dept	Description	Funding Source	2025	2026	2027	2028	2029	2030
<u>Administration/Finance</u>								
	HWY 25 COALITION STUDY/or other	LGA	500	500	500	500	500	500
	Other Studys	LGA	14,500	14,500	14,500	-	-	-
	City Hall Remodel/Repairs	LGA	25,000	25,000	25,000	39,500	39,500	39,500
	New City Hall/Police/Library	BONDS			26,000,000			
	Comprehensive Plan Update	CIP Fund		50,000	50,000			
	Transfer to CIP for Infastruction	LGA			50,000	50,000	50,000	50,000
	Administration/Finance Department Total		40,000	90,000	26,140,000	90,000	90,000	90,000
<u>IT</u>								
	Computer Replacement Plan	General Fund	10,000	10,000	10,000	10,000	10,000	10,000
	Computer Replacement Plan-Council/Comm	General Fund	-	-	-	-	-	9,000
	Replace Del Squad Computers - Chg to LGA 2020	LGA	7,500	7,500	7,500	7,500	7,500	7,500
	IT General Fund Total		17,500	17,500	17,500	17,500	17,500	26,500
<u>Elections</u>								
	Election Machines Replacement	General Fund	6,000	-	6,000	-	6,000	-
	4th Polling Precinct	LGA	25,000	-	-	-	-	-
	Elections Department Total		31,000	-	6,000	-	6,000	-
<u>Fire - City Portion only</u>								
	Computers - 5 units life 5 yrs	General Fund	3,250	-	-	-	-	3,500
	Radios - 44 @ 6500	LGA	-	-	-	143,000	hopefully grant	
	Turnout Gear - 15-30 yrs	LGA	-	-	-	-	-	105,000
	Air Packs - (22@7500 each in 2030)	LGA	-	-	-	-	82,500	-
	Command Vehicle	LGA	-	-	-	-	25,000	-
	Jaws of Life - 5 yr Clyce (50K)	LGA	-	25,000	-	-	-	-
	Grass rigs replace 1 (2004) 140K	LGA	-	-	87,500	moved from 2025	-	-
	Engine 1 replace (2007) \$800k	LGA	35,000	35,000	35,000	35,000	35,000	35,000
	Ladder 1 (2003) \$600k	LGA	200,000	200,000	100,000	100,000	100,000	100,000
	Water Tender 17 (2000) \$300k	CIP Fund	-	-	-	-	200,000	-
	Fire Department Total		238,250	260,000	222,500	278,000	442,500	243,500

Capital Improvement Plan by Department – (continued)

CIP PLAN 2025-2035

Dept	Description	Funding Source	2025	2026	2027	2028	2029	2030
Police								
	Replace Tasers	General Fund	12,611	12,611	12,611	-	-	-
	AED -15	General Fund	Grant received 2022		-	60,000	-	-
	Replace Fleet	LGA	70,000	154,000	169,400	93,170	195,657	201,527
	Sale of Squad Cars	LGA	-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
	Replace FireArms	LGA		30,000				
	Police Department Total		82,611	191,611	177,011	148,170	190,657	196,527
Streets Department								
	Misc Equipment Replacement Fund	General Fund	5,000	5,000	5,000	5,000	5,000	5,000
	STREET PROJECTS - Fund 196	General Fund	-	150,000	50,000	150,000	50,000	300,000
	STREET MAINT - FUND 196 FCH FEE	General Fund	270,000	250,000	350,000	350,000	350,000	400,000
	Replace Floor Sweeper/Scrubber	LGA	-	-	-	-	-	20,000
	Replace 2005 International Dump Truck #116	LGA	-	-	-	-	280,000	-
	Replace 2005 International Dump Truck #105	LGA	-	260,000	-	-	-	-
	Replace 2006 International Dump Truck #106	LGA	-	-	270,000	-	-	-
	Replace 2002 John Deer Loader #206	LGA	-	-	-	-	-	280,000
	Replace 2006 Case Backhoe #216	LGA	-	-	-	-	-	-
	Replace 2002 John Deer Loader #112	LGA	-	-	260,000	-	-	-
	Street Department Total		275,000	665,000	935,000	505,000	685,000	1,005,000
Streets/Trails/Channel Improvements - Fund 175								
fund 196	Resurface - Humbolt/Putnam/198th	CIP Fund	-	-	-	-	-	400,000
	Resurface MSA Routes - Lakeshore/Hiawatha	CIP Fund	-	750,000	can use state aid and grants		-	-
	Resurface Neighborhood (south of railroad)	CIP Fund	-	-	-	400,000	-	-
	Resurface Neighborhood (north of lakes)	CIP Fund	-	-	400,000	-	-	-
	Resurface MSA Routes - Highline / Neighborhood	CIP Fund	1,250,000	can use state aid and grants		-	-	-
	Resurface Neighborhood (center commercial)	CIP Fund	-	-	-	-	400,000	-
	Channel Repairs	CIP Fund	-	-	200,000	applied for Grants and SSWD funding		
	Sealcoat Streets	CIP Fund	300,000	300,000	300,000	300,000	300,000	300,000
	Street Improvements Total		1,550,000	1,050,000	900,000	700,000	700,000	700,000

Capital Improvement Plan by Department – (continued)

CIP PLAN 2025-2030

Dept	Description	Funding Source	2025	2026	2027	2028	2029	2030
<u>Parks Department</u>								
	Park Playground equipment replacement fund	General Fund	5,000	5,000	5,000	5,000	5,000	5,000
	Misc Equipment Replacement Fund	General Fund	5,000	5,000	5,000	5,000	5,000	5,000
195	Trail Maintenance Fund	General Fund	9,000	9,000	9,000	9,000	9,000	9,000
195	River Oaks Park Fund	General Fund	-	-	16,750	16,750	16,750	16,750
195	PARK MAINT - FUND 195 FCH FEE	General Fund	100,000	100,000	-	-	-	-
195	PARK MAINT - FUND 195	LGA	-	-	50,000	50,000	50,000	50,000
	Replace 2006 John Deere Tractor #306	LGA	Do not sell - get a new tractor so City ha			-	180,000	-
	Replace John Deere Mower #312 W/Brush Grinder	LGA	60,000					
	Replace 2008 Dump Truck #08	LGA	-	75,000	moved from 2023			-
Parks Department (General Fund) Total			179,000	194,000	85,750	85,750	265,750	85,750
<u>Park & Trail Development</u>								
	New Park	Park Dedicat	200,000	-	-	-	-	-
	Archery Range - (195)	CIP Funds	60,000					
	Splash Pad	Park Dedicat	-	200,000	-	-	-	-
	Hidden Rivers Trail (195)	CIP Funds	-	-	-	-	-	30,000
	Lake Ridge Playground -Ball Field	Park Dedicat	180,000	-	-	-	-	-
	Lakeside Old Playground Beach Shelter (195)	CIP Funds	100,000	-	-	-	-	-
	Lakeside New Playground Beach Shelter (195)	CIP Funds	-	-	-	-	-	200,000
	Mitchel Farms playground	Park Dedicat	-	160,000	-	-	-	-
	Bluff Park Playground (195)	CIP Funds	-	-	-	180,000	-	-
	Shores of Lake Mitchell Playground - Soccer (195)	CIP Funds	-	-	-	180,000	-	-
Park Development Fund Total			540,000	360,000	-	360,000	-	230,000
<u>Water Enterprise Fund</u>								
	Well - on site generator	Water Opera	125,000	Well 2	-	-	-	-
	Misc Equipment Replacement Fund	Water Opera	15,000	15,000	15,000	15,000	15,000	15,000
	Well Maintenance	Water Opera	155,000	30,000	30,000	30,000	30,000	30,000
	Water Tower Maintenance	Water Opera	200,000	200,000	200,000	200,000	200,000	200,000
	Water Meter replacement Fund	Water Opera	10,000	10,000	10,000	10,000	10,000	10,000
	New Pickup - Replacement for 422	Water Opera	60,000	-	-	-	-	-
	Computer replacement fund	Water Opera	3,000	3,000	3,000	3,000	3,000	3,000
Water Enterprise Fund Total			568,000	258,000	258,000	258,000	258,000	258,000

Capital Improvement Plan by Department – (continued)

CIP PLAN 2025-2030

Dept	Description	Funding Source	2025	2026	2027	2028	2029	2030
<u>Sewer Enterprise Fund</u>								
	WWTP Expansion - Phase II	Revenue Bond	-	-	48,000,000	-	-	-
	Misc Equipment Replacement Fund	Sewer Operat	100,000	100,000	100,000	100,000	100,000	100,000
	Replace 1981 Generator #81	Sewer Operat	-	170,000	-	-	-	-
	Replace 2011 John Deere Mower #311	Sewer Operat	-	10,000	already have 50K frm 2023	-	-	-
	Replace Floor Sweeper #308	Sewer Operat	-	6,000	-	-	-	-
	Sewer Enterprise Fund Total		100,000	286,000	48,100,000	100,000	100,000	100,000
<u>Storm Water Enterprise Fund</u>								
	Misc Equipment Replacement Fund	Storm Opera	30,000	35,000	50,000	50,000	10,000	10,000
	Replace 2006 Sweeper #126	Storm CIP	-	-	-	250,000	-	-
	Storm Sewer Enterprise Fund Total		30,000	35,000	50,000	300,000	10,000	10,000
<u>Liquor Store Enterprise Fund</u>								
	Misc Building/Lot Repairs	Liquor Opera	35,000	35,000	35,000	35,000	10,000	10,000
	New Cooler Doors	Liquor CIP	-	-	15,000	-	-	-
	New Roof	Liquor CIP	-	20,000	20,000	20,000	-	-
	New Flooring	Liquor CIP	10,000	5,000	5,000	5,000	5,000	-
	Delivery Doors	Liquor CIP	-	-	-	-	20,000	-
	New PA System	Liquor CIP	-	-	-	-	-	5,000
	New Cash Registers	Liquor CIP	-	-	15,000	-	-	-
	New HVAC	Liquor CIP	15,000	-	-	-	-	-
	Liquor Store Enterprise Fund Total		60,000	60,000	90,000	60,000	35,000	15,000
<u>City Debt Payments</u>								
	401 2009 MPFA Loan Wastewater Expansion	DEBT - SF	980,272	981,270	980,737	980,697	981,126	-
	211 2010 PFA Loan - State Aid	DEBT - SA	152,531	153,114	152,646	153,143	152,589	-
	217 2012A G.O. Refunding Bonds	DEBT - GF/	187,560	192,565	-	-	-	-
	221 2014A GO Tax Abatement Bonds	DEBT - GF/	121,500	-	-	-	-	-
	222 2015A GO Refunding Bonds	DEBT - GF/	524,975	523,988	522,163	549,413	471,394	-
	223 2016A Taxable G.O. Refunding Bonds	DEBT - GF	193,930	199,200	198,998	198,370	89,108	91,395
	224 2016B G.O. CIP BOND	DEBT - GF	54,162	57,981	56,744	50,563	-	-
	226 2016C GO REFUNDING BOND	DEBT - GF	329,800	333,300	-	-	-	-
	227 2017-2018 STREET PROJECT DEBT PAYMNT	DEBT - GF	194,725	195,300	195,725	196,000	196,125	196,015
	228 2021A GO BONDS	DEBT - GF	344,000	345,150	346,000	346,550	346,800	350,065
	229 2022-2026 STREET PROJECT DEBT PAYMENT	DEBT - GF	550,543	550,423	549,634	548,040	545,753	547,845
	230 2027 NEW FACILITY	DEBT - GF	-	-	1,680,000	1,682,100	1,678,300	1,678,750
	401 WWTP Expansion - Phase III	DEBT - SF	-	-	3,080,000	3,078,000	3,079,875	3,080,500
	City Debt Payment Total		3,633,998	3,532,291	7,762,647	7,782,876	7,541,070	5,944,570
<u>Total General Fund, Enterprise Funds and City Debt</u>			7,345,359	6,999,402	84,744,408	10,685,296	10,341,477	8,904,847

2025-2030 Street Maintenance CIP Plan

Capital Improvement Plan & Capital Budget

To set up a capital improvement fund the City is required to formally adopt a Capital Program (CIP). The main advantage of this method of budgeting and planning is that projects can be earmarked and carried from one year to the next. For example, if it is recognized that renovation of a public building will be needed in five years, an amount can be set aside annually so the project can be funded at the end of five years. The CIP fund also allows a project to be done in phases, with funds allocated in one year for a portion of a project and then finished in later years.

The Capital Improvement Plan is a five-year planning document designed to guide decisions concerning capital expenditures. This is a planning document and, as for all planning documents, it is subject to revision in order to reflect changes in community needs and service requirements, environmental factors and Council priorities. The first year of the Plan is intended to accurately reflect that year's anticipated appropriation for major capital projects and is called the Capital Budget. The subsequent four years represents an anticipated capital need during the period as submitted and approved. The CIP must be reviewed and revised each year in order to add new projects and revise priorities.

The process of determining major capital needs and establishing a financial program extending beyond the annual budget encourages the City to examine long-range needs and allows more coherent City-wide fiscal policies. The CIP provides a basis to compare projects and provides opportunities to explore alternate funding sources, since most capital improvement requests exceed the available revenues.

Since 2016, the City has allocated all funds received from the Local Government Aid to the Capital Improvement Plan and budgets, with some additional budgeted transfers from the General Fund.

The purpose is to set up a five (5) year Capital Improvement Plan in order to establish a capital improvement fund. The main goals are:

- To ease the review of the annual capital budget through a uniform and fair process
- To invite and promote public participation in the annual budget process. This is accomplished through a reasonable, sensible and responsible approach by providing documentation, as well as advertising and scheduling public meetings.
- To link capital budget requests with the City strategic plan, adopted policies, and other approved planning documents.
- To link capital expenditures with operating budgets.
- To increase awareness, cooperation, coordination, and participation between departments, agencies, stakeholders, and other political jurisdictions.

The City of Big Lake conducts various planning processes (long-term, mid-term and short-term), to help guide the government and to ensure the decisions are made in the context of the organization as a whole and with a long-term perspective. Diligent efforts are made to insure each of these component planning processes are in concert with one another. This so called "Linkage" is paramount to ensure short-term decisions are consistent with the overriding values embodied in the mid-term and long-term planning processes adopted by the City Council. The required linkage dictates that the CIP be developed within the context of and consistent with, the City's long-term and mid-term plans.

Each element of the City’s planning process has a different purpose and timeframe. The Strategic Plan, Vision, Mission, Long-Term Goals and Growth Policy are the most far-reaching in nature – 10 to 25 years. The Capital Improvement Plan and the Five-Year Financial planning are mid-term in nature – five years. The Annual Budget and the Capital Budget are short-term – covering a one-year timeframe. The most important requisite is that they are coordinated and are in concert with one another.

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For the purpose of this process, “Capital”, is defined as an item or items that have an acquisition cost of at least \$5,000 and a useable life for a minimum of 3 years. This definition assists in delineating a major project or piece of equipment as a capital program, rather than routine maintenance or replacement of operating equipment.

Capital Improvement Plan Funding

The FY 2025-2030 Capital Improvement Plan for Street Improvement has four (4) different sources of funding. Each funding source is described below. As noted before, capital projects, unlike operating expenses which recur annually, only require one-time allocations for a given project. This funding flexibility allows the City to pursue financing and one-time revenues sources to accelerate completion of critical projects.

- **General Fund** – yearly transfers from the General Fund for future projects
- **CIP Fund** – allocated fund balance of the Capital Improvements funds for street specific projects
- **State Aid** – funds from the state that can be used for street reconstruction and maintenance
- **Grants** – funding that can be used for street reconstruction

Whenever the City commits to a CIP plan, there is an associated long-range commitment of operating funds. For this reason, it is important to evaluate capital commitments in the context of their long-range operating impact. Most capital projects affect future operating budgets either positively or negatively due

to an increase or decrease in maintenance costs or by providing capacity for new programs to be offered. Such impacts vary widely from project to project and, as such, are evaluated individually during the process of assessing project feasibility. The five-year financial plans also provide an opportunity to review the operating impact of growth-related future capital projects.

Capital Project Funds

Capital Project Funds account for the acquisition and construction of major capital facilities, infrastructure maintenance and equipment replacement, except for those financed by proprietary funds. The City has four budgeted funds in this category. The Capital Project Funds use the modified accrual basis for both financial statement and budgeting purposes.

- **The Capital Project/Street Improvement Funds** – includes receipt and disbursement of bond proceeds or other sources obtained to finance improvement and additions to the City's infrastructure
- **Infrastructure Improvement Funds** – includes revenues received from the Local Government Aid, MSA State Aid for street improvement, grants, transfer from the General Fund for future street maintenance. Disbursement includes transfers to the Capital Project fund for infrastructure improvements, trail maintenance and park improvements, and transfers to the debt service funds for new bonding of street reconstruction projects. The City financial plan does not show a debt levy affiliated with the 2018 street improvement or 2018A GO Improvement Bond until 2026, instead the payments will be made from transfers from the Infrastructure Improvement Fund. For the 2021 Street project or the 2021 A GO improvement Bond, there will not be a debt levied until 2026, instead the payments will be made from premiums received as well as transfers from the infrastructure improvement fund. For the 2022 Street projects or the 2022A GO Improvement Bond, there will not be a debt levied until 2026, instead the payments will be made from the premiums received when the bonds were sold, as well as transfers from the Infrastructure Improvement Fund.
- **Equipment and Building Replacement Funds** – includes revenues received from the Local Government Aid, sales of fixed assets as well as transfer in from the General Fund. Disbursement and/or allocations of fund balance are based on the Capital Improvement Plan Summary and approved each budget year by Council
- **Park Development Fund** – reflects development of new City parks and improvement of existing parks. Revenue is primarily from park development fees and in the future transfers from the Infrastructure Improvement Fund

Capital Project/Street Improvement Fund Financial Plan

This fund accounts for all receipts and disbursement pertaining to the construction or improvements of the City's infrastructure. The construction and improvement of all Streets is based on the City's Engineer Pavement Management Plan. This plan rates each street and determines the best course of action in regards to maintenance and/or replacement of the street. Based on this rating system, the Engineer will bring forward the streets that need to be included in the City's general CIP Plan. In addition, the Council will approve the streets that will need to have extensive repairs such as a reconstruct or reclaim. The plan also indicates yearly seal coat projects which will increase the life of existing streets.

Source of Funds

The principal source of revenues for this fund are transfers from the Street & Maintenance Capital Improvement Fund (CIP) as well as State Aid. There are yearly budgeted transfers from the General Fund to the Street & Maintenance CIP fund and for long term planning the City is anticipating as debt is paid to increase the general fund transfer to this fund, the amount of the debt levy (yearly principal and interest payment) for the bond that has been paid in full. The City also will draw from the State Aid for State Aid Street projects for concept years 2027-2028

Use of Funds

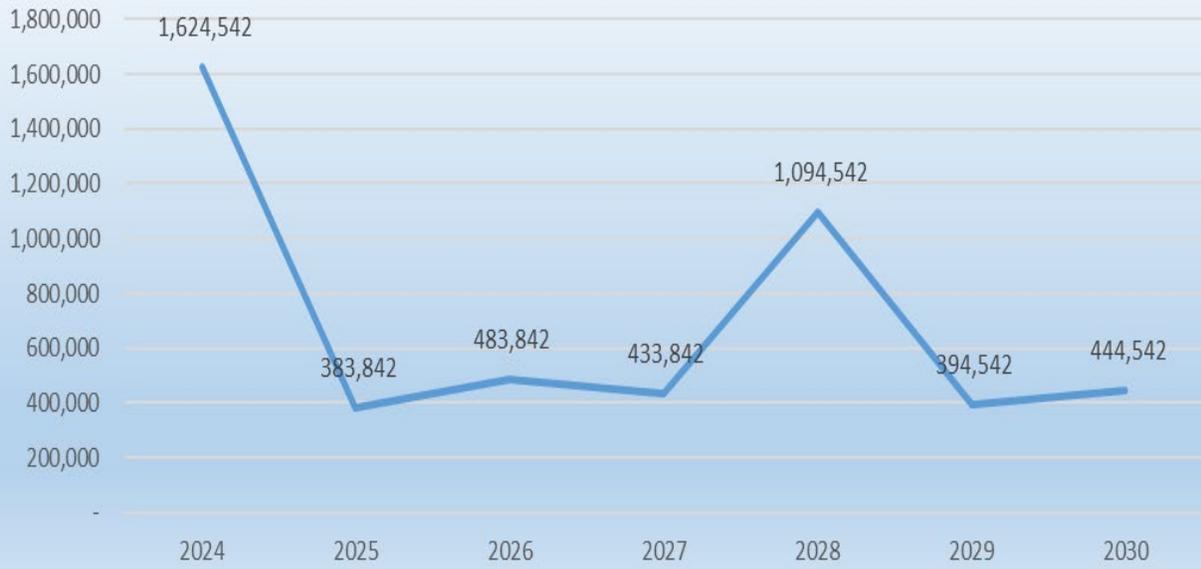
The expenditures related to this fund pertain to the cost of infrastructure improvements. In 2020, the street project was cancelled, for future planning, the 2020 street project was moved to 2021. The City decided to take the opportunity of the low interest rates and combined three years of street projects that began in 2023 and financed with the 2022A General Obligation bonds. The long-term plan indicates maintenance and reconstruction of the streets will be done each year based on need and the pavement plan. Following are the projects recommended for 2025-2030.

Capital Projects for 2025-2030

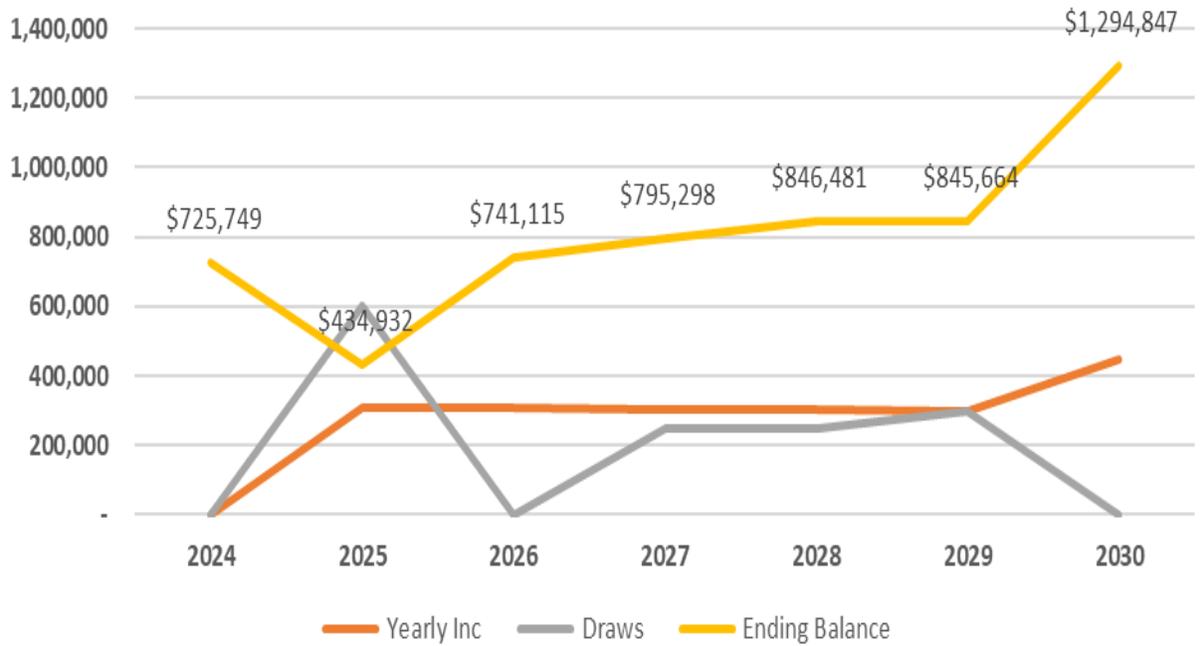
- 2025 Highline and Neighboring Streets
- 2025 Pedestrian/Connectivity Sidewalk Grants
- 2025 Seal Coat Projects based on pavement plan
- 2026 Seal Coat Projects based on pavement plan
- 2027 Lakeshore Drive and Hiawatha
- 2027 Seal Coat Projects based on pavement plan
- 2028 Minnesota Ave, Martin and Fern Ave
- 2028 Seal Coat Projects based on pavement plan
- 2029 US 10 and MN 25 improvements
- 2029 US 10 Signal upgrades
- 2029 Seal Coat Projects based on pavement plan
- 2030 Humboldt, Putman and 198th Ave
- 2030 Seal Coat Projects based on pavement plan



CIP 196 Projected Balance



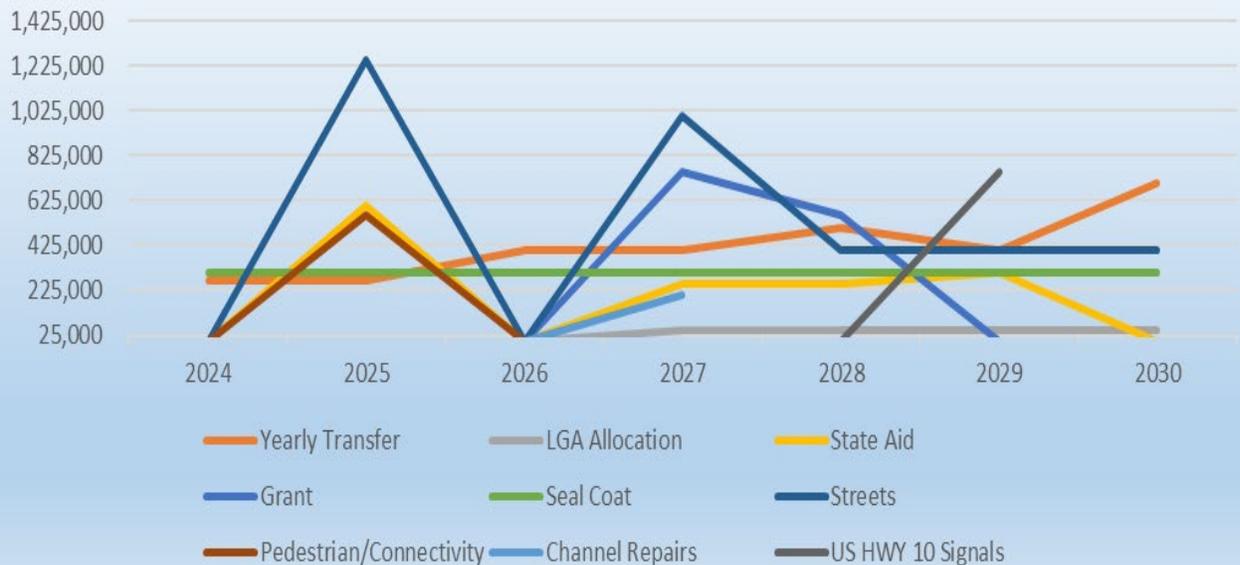
State Aid Balance Projections



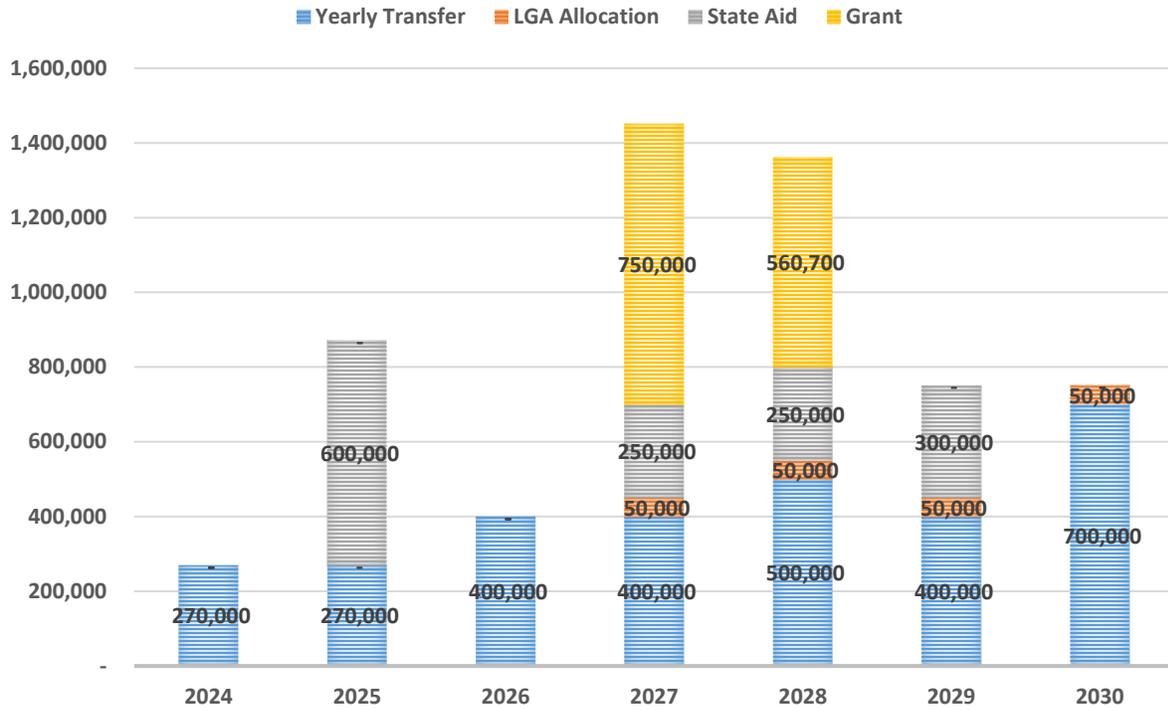
CIP Fund 196 Balance

		2024	2025	2026	2027	2028	2029	2030
Funding sources	Beginning	1,654,542	1,624,542	383,842	483,842	433,842	1,094,542	394,542
	Yearly Transfer	270,000	270,000	400,000	400,000	500,000	400,000	700,000
	LGA Allocation	-	-	-	50,000	50,000	50,000	50,000
	State Aid	-	600,000	-	250,000	250,000	300,000	-
	Grant	-	-	-	750,000	560,700	-	-
Project Costs	Seal Coat	300,000	300,000	300,000	300,000	300,000	300,000	300,000
	Streets	-	1,250,000	-	1,000,000	400,000	400,000	400,000
	Pedestrian/Connectivity	-	560,700	-	-	-	-	-
	Channel Repairs	-	-	-	200,000	-	-	-
	US HWY 10 Signals	-	-	-	-	-	750,000	-
	Ending Balance	1,624,542	383,842	483,842	433,842	1,094,542	394,542	444,542

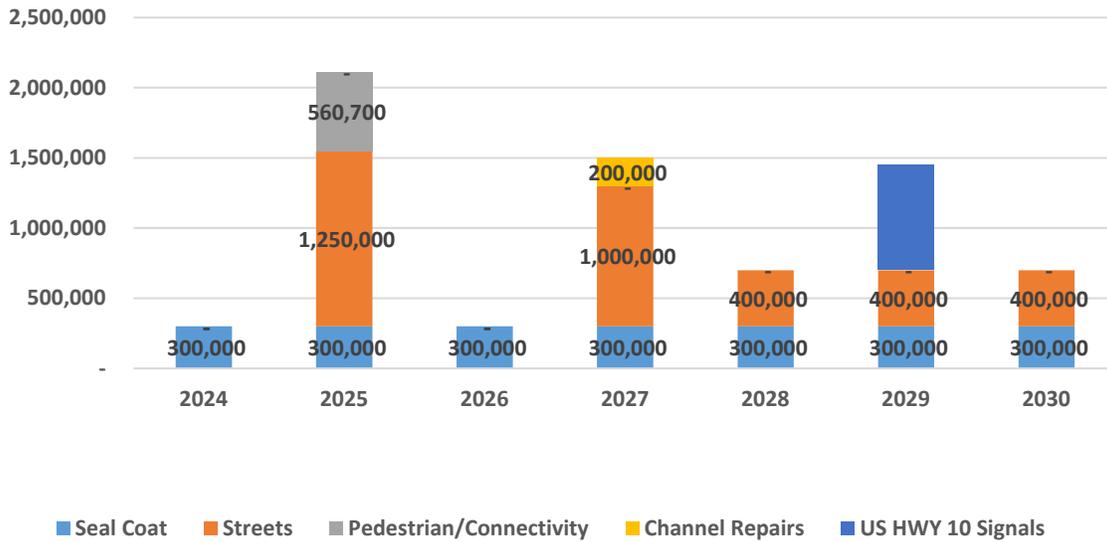
CIP Fund 196 Detail



FUNDING SOURCE FOR PROJECTS



PROJECT COSTS



2025-2030 Parks and Trails CIP Plan

Capital Improvement Plan & Capital Budget

To set up a capital improvement fund the City is required to formally adopt a Capital Program (CIP). The main advantage of this method of budgeting and planning is that projects can be earmarked and carried from one year to the next. For example, if it is recognized that renovation of a public building will be needed in five years, an amount can be set aside annually so the project can be funded at the end of five years. The CIP fund also allows a project to be done in phases, with funds allocated in one year for a portion of a project and then finished in later years.

The Capital Improvement Plan is a five-year planning document designed to guide decisions concerning capital expenditures. This is a planning document and, as for all planning documents, it is subject to revision in order to reflect changes in community needs and service requirements, environmental factors and Council priorities. The first year of the Plan is intended to accurately reflect that year's anticipated appropriation for major capital projects and is called the Capital Budget. The subsequent four years represents an anticipated capital need during the period as submitted and approved. The CIP must be reviewed and revised each year in order to add new projects and revise priorities.

The process of determining major capital needs and establishing a financial program extending beyond the annual budget encourages the City to examine long-range needs and allows more coherent City-wide fiscal policies. The CIP provides a basis to compare projects and provides opportunities to explore alternate funding sources, since most capital improvement requests exceed the available revenues.

Since 2016, the City has allocated all funds received from the Local Government Aid to the Capital Improvement Plan and budgets, with some additional budgeted transfers from the General Fund.

The purpose is to set up a five (5) year Capital Improvement Plan in order to establish a capital improvement fund. The main goals are:

- To ease the review of the annual capital budget through a uniform and fair process
- To invite and promote public participation in the annual budget process. This is accomplished through a reasonable, sensible and responsible approach by providing documentation, as well as advertising and scheduling public meetings.
- To link capital budget requests with the City strategic plan, adopted policies, and other approved planning documents.
- To link capital expenditures with operating budgets.
- To increase awareness, cooperation, coordination, and participation between departments, agencies, stakeholders, and other political jurisdictions.

The City of Big Lake conducts various planning processes (long-term, mid-term and short-term), to help guide the government and to ensure the decisions are made in the context of the organization as a whole and with a long-term perspective. Diligent efforts are made to insure each of these component planning processes are in concert with one another. This so called "Linkage" is paramount to ensure short-term decisions are consistent with the overriding values embodied in the mid-term and long-term planning processes adopted by the City Council. The required linkage dictates that the CIP be developed within the context of and consistent with, the City's long-term and mid-term plans.

Each element of the City’s planning process has a different purpose and timeframe. The Strategic Plan, Vision, Mission, Long-Term Goals and Growth Policy are the most far-reaching in nature – 10 to 25 years. The Capital Improvement Plan and the Five-Year Financial planning are mid-term in nature – five years. The Annual Budget and the Capital Budget are short-term – covering a one-year timeframe. The most important requisite is that they are coordinated and are in concert with one another.

Capital Planning

Capital planning refers to the process of identifying and prioritizing City capital needs for determining which capital projects should be funded in the capital budget as resources become available. Citywide planning is guided by the City’s strategic Plan and the Growth (Comprehensive Plan) Policy. These plans provide long term direction for the growth and development of the City.

Capital Planning Process

The capital improvements process provides for the identification, review, planning and budgeting of current and future capital expenditures.

All requests for capital improvement projects are reviewed, evaluated, and weighted in order to assist the City Council in selecting the projects to be funded. Department are responsible for submitting CIP requests. The adoption of a CIP by the City is strictly a statement of intent, not an appropriation of funding for projects contained within. A list of approved CIP projects will be updated on an annual basis as new needs become known or priorities change. The possibility of a project with a low priority can remain in the CIP longer than four years due to a more important project bumping ahead in the schedule for quicker implementation. On occasion, some approved projects, with a lower priority are funded in advance of projects with a higher priority, in order to meet legal requirements or when a new or identified source of funding becomes available in order to complete the project.

For the purpose of this process, “Capital”, is defined as an item or items that have an acquisition cost of at least \$5,000 and a useable life for a minimum of 3 years. This definition assists in delineating a major project or piece of equipment as a capital program, rather than routine maintenance or replacement of operating equipment.

- Replacement vehicles for the police department are included in the CIP program as indicated on the fleet replacement schedule, which is funded each year in the Capital Budget.

Capital Improvement Plan Funding

The FY 2025-2030 Capital Improvement Plan for Parks and Trails has four (4) different sources of funding. Each funding source is described below. As noted before, capital projects, unlike operating expenses which recur annually, only require one-time allocations for a given project. This funding flexibility allows the City to pursue financing and one-time revenues sources to accelerate completion of critical projects.

- **General Fund** – yearly transfers from the General Fund for future projects and for the playground equipment replacement
- **CIP Fund** – allocated fund balance of the Capital Improvements funds Parks and Trails for specific projects
- **LGA** – Local Government Aid the City received from the State
- **Park Dedication** – funds from the Park Development Fund,

Whenever the City commits to a CIP plan, there is an associated long-range commitment of operating funds. For this reason, it is important to evaluate capital commitments in the context of their long-range operating impact. Most capital projects affect future operating budgets either positively or negatively due to an increase or decrease in maintenance costs or by providing capacity for new programs to be offered. Such impacts vary widely from project to project and, as such, are evaluated individually during the process of assessing project feasibility. The five-year financial plans also provide an opportunity to review the operating impact of growth-related future capital projects.

Culture & Recreation

Parks: The Parks Department is included in the overall public works department for the City. This department is responsible for the maintenance of various parks throughout the City. Duties include mowing, park equipment maintenance, oversight of Lakeside Park, and other maintenance activities.

The Parks Committee: appointed by the mayor and City Council. This board meets monthly to review various park-related matters and provide recommendations to aid in the decision-making of the City Council. This committee also provides long term strategic planning to identify areas within the City where resources should be committed towards existing parks or for new dedicated open space.

Parks Development Fund

The Parks development fund (120) accounts for capital improvement projects for the City's parks and trail system. There is nearly 215 acres of parkland, 20 miles of trail and sidewalk and 3.5 acres of greenway in Big Lake. The Big Lake park system includes parks with playgrounds, ball fields and picnic areas. Visitors can also enjoy beach access at Lakeside Park along with a boat landing and fishing pier.

As the City grew, developers either paid park dedication fees or donated land for the park system. The cash or land donation was (and is) based on the size of a particular development. The City developed its park system by adding general amenities, bituminous and concrete surfaces, fencing, hockey rinks, playground equipment, shelters, buildings, etc. The routine maintenance of the existing parks is funded in the General Fund.

Source of Funds

The main source of revenue for this fund is park dedication fees. Park dedication fees in prior years had attributed to one or two large developments annually. As the City reaches full development of residential parcels there are fewer parcels to develop that will be charged park dedications fees in the future, for that reason in 2018 the City established the Park & Trail Dedication fees for Commercial or Industrial development. However, for future planning, the revenue estimated is only for those developments that are in the current planning stages.

Parks and Trail Capital Improvement Fund

The Parks and Trail Capital Improvement fund (195) accounts for capital improvement projects for the City's parks and trail system. The Playground Equipment replacement fund is allocated in the Equipment/Building Improvement Capital Fund (199) for the parks department.

Source of Funds

The main source of revenue for this fund yearly transfers from the General Fund. Park dedication fees in prior years had attributed to one or two large developments annually. As the City reaches full development of residential parcels there are fewer parcels to develop that will be charged park dedications fees in the future, for that reason in the City established the Park & Trail Capital Improvement fund and began yearly transfers.

Transfers

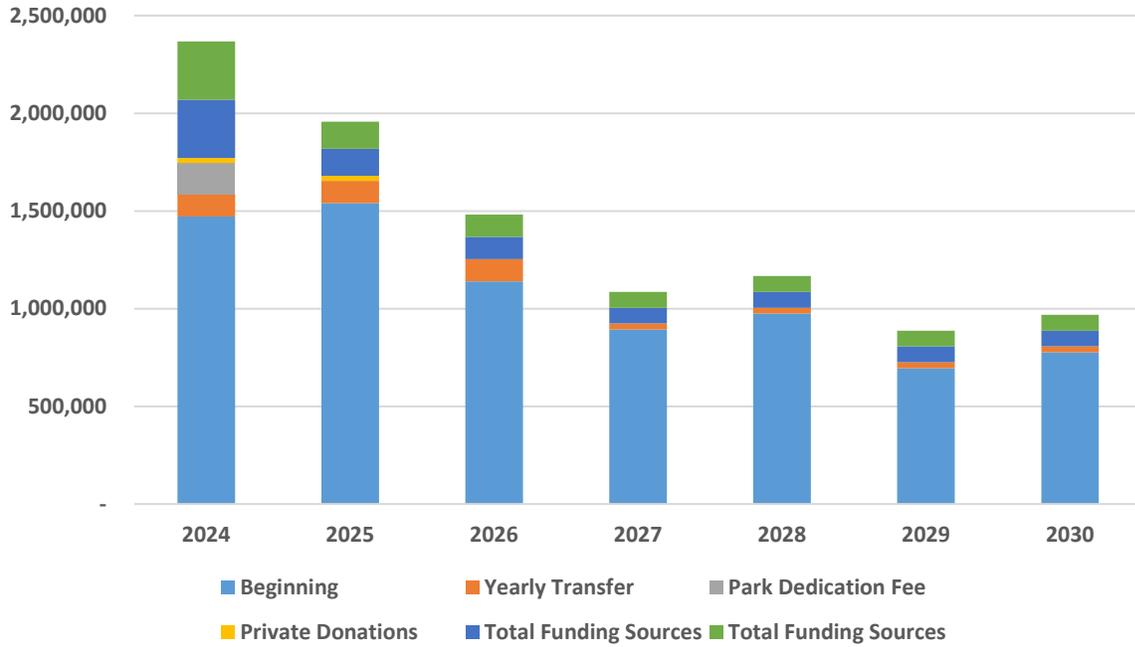
Starting with the 2020 budget, the City started the transfer from the General Fund to the Parks and Trails Improvement Fund to set aside for future park developments. For 2025 through 2026 concept budget, the amount is \$100,000 for parks, \$9,000 for trails and \$5,000 for playground equipment, then beginning in 2027 through 2030 the \$100,000 will be allocated from the Local Government Aid funds received, from the general fund the concept budgets show a transfer of \$16,750 for parks, \$9,000 for trails and \$5,000 for playground equipment.

Use of Funds

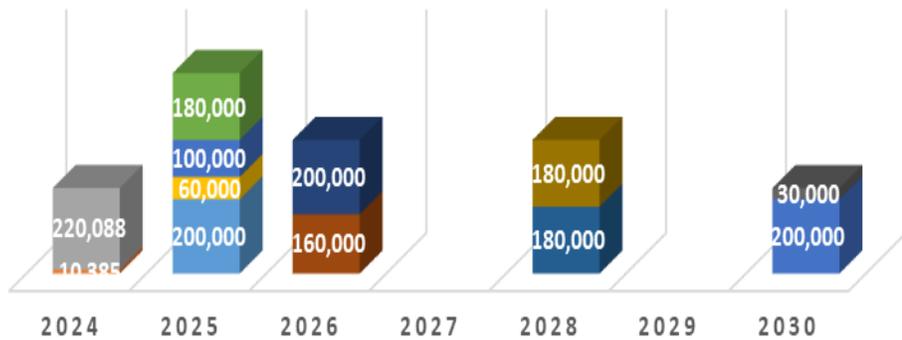
The City prepares a detailed five-year capital improvement plan that outlines all planned renovations and improvement at City parks by park by project. The projects established by the Parks Board will be funded by funds available in the Park Development Fund as well as those funds in the Parks and Trail Capital Improvement Fund.

		PARK AND TRAIL CAPITAL IMPROVEMENTS						
		2024	2025	2026	2027	2028	2029	2030
FUNDING SOURCES	Beginning Balance	1,472,292	1,540,460	1,139,460	893,460	974,210	694,960	775,710
	Yearly Transfer	114,210	114,000	114,000	30,750	30,750	30,750	30,750
	Park Dedication Fee	159,344	-	-	-	-	-	-
	Private Donations	25,000	25,000	-	-	-	-	-
	LGA Allocation	-	-	-	50,000	50,000	50,000	50,000
	Total Funding Sources	298,554	139,000	114,000	80,750	80,750	80,750	80,750
PROPOSED PROJECTS	New Park		200,000					-
	Browns Square	10,298						
	Pickle Ball	220,088						
	Archery Range		60,000					
	Lakeside Park Playground		100,000					200,000
	Lake Ridge Park		180,000					
	Shores of Lake Mitchell					180,000		
	Mitchell Farms			160,000				
	Hidden Rivers Trail overlook							30,000
	Bluff Park					180,000		
	Splash Pad			200,000				
	Total Projected expenses	230,386	540,000	360,000	-	360,000	-	230,000
Ending Balance	1,540,460	1,139,460	893,460	974,210	694,960	775,710	626,460	

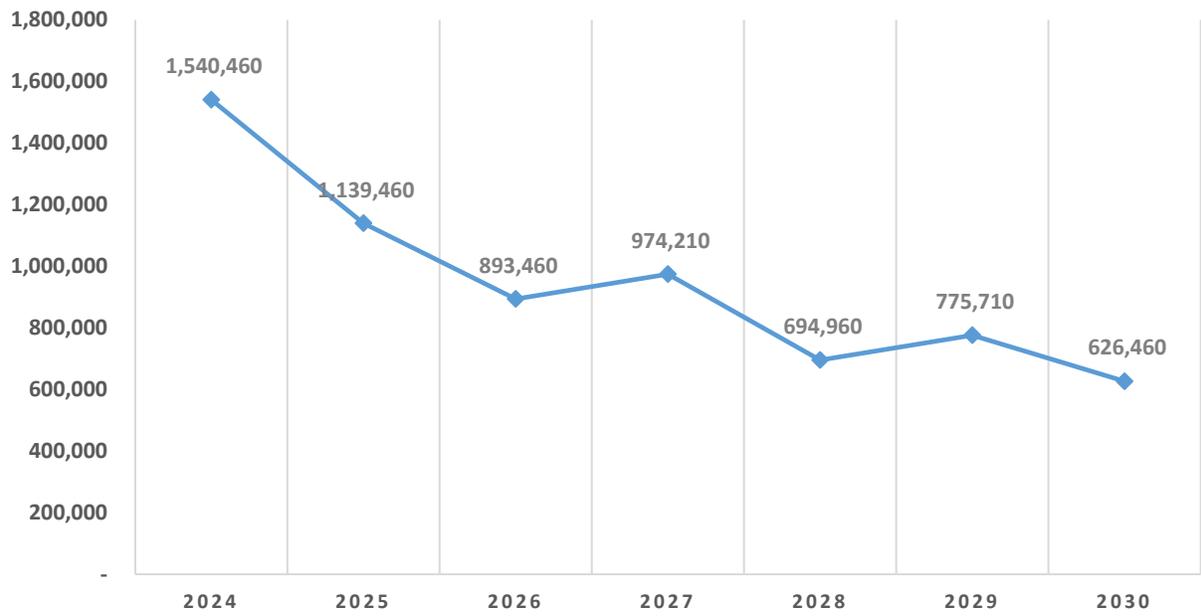
PARKS AND TRAIL FUNDING



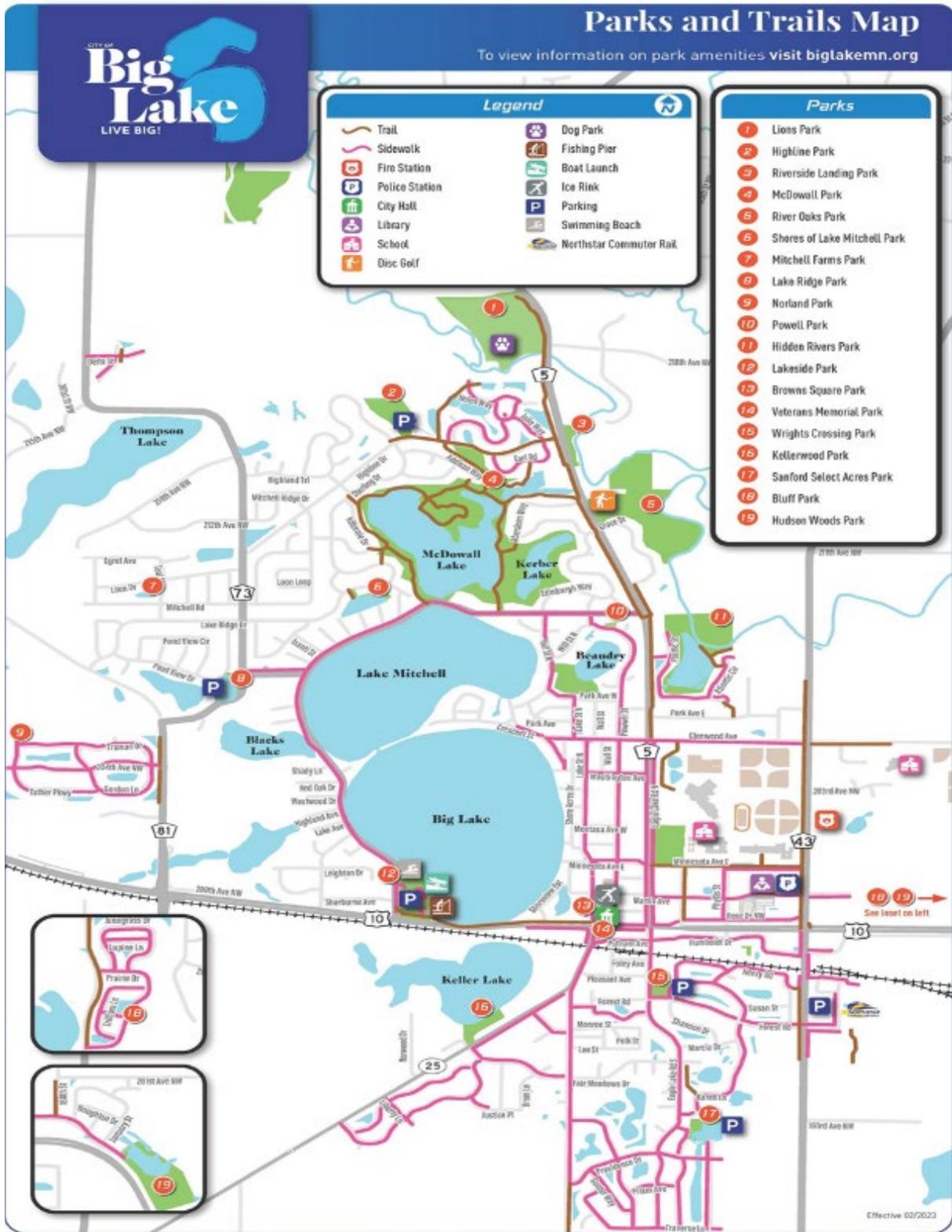
PARK AND TRAIL PROJECTS



PARK AND TRAIL CIP PROJECTED FUND BALANCE



Parks and Trails Map



Big Lake Parks Advisory Committee (PAC) Strategic Plan 3-Year Perspective – 2024 through 2026

This **Strategic Plan** provides a realistic and practical approach to the goals and activities of the Parks Advisory Committee (PAC). The purpose is to guide PAC Commissioners and its staff to focus on Big Lake parks priorities. This Strategic Plan will improve accountability for the PAC Commissioners along with its staff, and will improve the capacity to measure outcomes.

The PAC Priority: To provide a safe leisure environment along with quality parks, facilities, trails, and services; to preserve and protect open land and water areas that will benefit and improve the quality of life for Big Lake residents now and in the future.

Strategy: Prioritize maintenance, clean up, and beautification of park system.

	Work Plan Objectives
1.	<p>Perform routine maintenance (including new mulch/fill mulch projects), clean up, and beautification of the following parks:</p> <ul style="list-style-type: none"> • Bluff • Browns Square • Hidden Rivers • Highline • Hudson Woods • Kellerwood • Lake Ridge • Lakeside • McDowall • Mitchell Farms • Norland • Powell • River Oaks • Riverside Landing • Sandford Select Acres • Shores of Lake Mitchell • Veterans Memorial • Wrights Crossing • Ice Rinks (leased space w/in redevelopment area) 
2.	<p>Establish a working relationship with volunteer groups who would like to plant and care for flowers throughout the park/trail system.</p>
3.	<p>Routinely take inventory of tree system and maintain trees within parks.</p> <ul style="list-style-type: none"> • Take advantage of Sherburne County programming, if needed, to ensure a healthy tree system. • Watch for diseased trees and create plans for them (i.e., try to save them or cut and replace them)

Strategy: Plan for and complete necessary improvements.

2024	2025	2026
<p>Browns Square:</p> <ul style="list-style-type: none"> • Repair concrete • Replace flower garden structure <p>Lakeside “new”:</p> <ul style="list-style-type: none"> • Replace damaged equipment 	<p>Lakeside “old”:</p> <ul style="list-style-type: none"> • Work with vendor to provide plans to reconstruct old section • Get recommendation from PAC • Get approval from the City Council • Schedule project to be completed 	<p>Mitchell Farms:</p> <ul style="list-style-type: none"> • Work with vendor to provide plans to reconstruct park (natural park option?) • Get recommendation from PAC • Get approval from the City Council • Schedule project to be completed

Strategy: Provide new amenities to achieve improved utilization.

2024	2025	2026
<p>Pickle Ball:</p> <ul style="list-style-type: none"> • Choose park location • Work with vendor to provide plans/concept • Get recommendation from PAC • Get approval from the City Council • Schedule project to be completed 	<p>Archery Range:</p> <ul style="list-style-type: none"> • Choose park location • Work with vendor to provide plans/concept • Get recommendation from PAC • Get approval from the City Council • Schedule project to be completed 	<p>Splash Pad:</p> <ul style="list-style-type: none"> • Choose park location • Work with vendor to provide plans/concept • Get recommendation from PAC • Get approval from the City Council • Schedule project to be completed

Strategy: Add new parks and trail connections to ensure the parks and trails system is growing as the community continues to grow.

2024	2025	2026
<p>Brom:</p> <ul style="list-style-type: none"> • Work with vendor to provide plans/concept • Get recommendation from PAC • Get approval from the City Council 	<p>Brom:</p> <ul style="list-style-type: none"> • If the park has City Council approval, schedule installation of the park. 	

Strategy: Maintain Greenway System to allow access to Big Lake/Lake Mitchell.

2024	2025	2026
<ul style="list-style-type: none"> • Send letter to property owners contiguous to Greenway System informing them of Policy • Install signage on Greenway System to display Policy and public property information 		

The Big Lake PAC was created by Ordinance Number 2002-03, an act of the Big Lake City Council to:

- 1. Serve as a liaison between city government and the community.*
- 2. Serve as a resource for new and existing neighborhoods, groups, and civic organizations seeking information concerning the Big Lake park system.*
- 3. To assist city government in setting open space, land acquisition and development policies.*
- 4. To serve as a body to make recommendations to the City Council relating to specific parks, trails, sidewalks, and open space development.*
- 5. To assist City Council in researching a variety of funding sources for the Capital Improvement Program and related park development.*

Member	Seat	Term Expires
Doug Peterson	Chair	Dec. 31, 2026
Cory Ellingson	PAC Member	Dec. 31, 2024
Scott Creighton	Vice-Chair	Dec. 31, 2024
Megan Weber	PAC Member	Dec. 31, 2025
Kameron Hanson	PAC Member	Dec 31, 2025
Ken Halverson	Council Liaison	Dec. 31, 2024
Lisa Odens	Planning Liaison	Dec. 31, 2024



Park Replacement Plan

Park	Year Built	Amenities	Rating	*Year Replacement	*Replacement \$ Amount
Bluff	2006	Playground	4	2028	\$180k
Browns Square	2002	Benches – Gazebo	1	2024	\$40k
Hidden Rivers	2006	Trail – Overlook	6	2030	\$30k
Highline	2007	Playground – Ball Field	7	2038	\$200k
Hudson Woods	2010	Playground – Frisbee Golf	7	2038	\$200k
Kellerwood	2017	Benches – Trail	10		
Lake Ridge	1987	Playground – Ball Field	2	2025	\$160k
Lakeside “old”	1995	Playground – Beach – Shelters	1	2025	\$100k
Lakeside “new”	2008	Playground – Beach – Shelters	8	2030	\$200k
McDowell		Trail – Benches	10		
Mitchell Farms	1997	Playground	3	2026	\$160k
Norland	2015	Playground	8	2040	\$200k
Powell	2022	Playground	10	2044	\$200k
River Oaks	2019	Frisbee Golf – Walking Path	10		
Riverside Landing		Canoe Landing	10		
Sanford Select	2016	Playground – RC Track	8	2040	\$200k
Shores of Lake Mitchell	1999	Playground – Soccer	4	2028	\$180k
Veterans Memorial	2017	Sidewalk – Benches	10		
Wrights Crossing	2004	Playground – Shelter	8	2042	\$200k

✓ Rating is Between 1-10 (1-Needs Replacement; 10-Excellent Condition)

✓ * Columns Are Based on Estimations



Trail Replacement Plan

Trail	Year Built	Amenities	Rating	*Lifespan in Years	*Replacement \$ Amount
McDowall Trail	2019	Overlook, bat house, benches	10	30	\$150,000
Arctic Circle	Unknown	N/A	8	25	\$15,000
Highline Drive	Unknown	N/A	6	15	\$75,000
Karen Lane	2008	N/A	8	25	\$15,000
Minnesota Avenue	Unknown	N/A	8	25	\$50,000
Ormsbee Street	Unknown	N/A	5	10	\$50,000
County Road 5	Unknown	N/A	8	25	\$100,000
County Road 43	Unknown	N/A	6	15	\$50,000
*two sections	023		10	30	\$50,000
County Road 81	Unknown	N/A	6	15	\$75,000
166th Street	2022	N/A	10	30	\$15,000
172nd Street	Unknown	N/A	8	25	\$100,000
205th Street	2023	N/A	10	30	\$10,000

- ✓ **Park Rating is Between 1-10 (1-Needs Replacement; 10-Excellent Condition)**
- ✓ *** Columns are Based on Estimations**



LOCAL GOVERNMENT AID

Local Government Aid

	2024	2025	2026	2027	2028	2029	2030
Estimated Local Government Aid:	\$877,751	\$752,831	\$756,595	\$760,378	\$764,180	\$768,001	\$771,841

Proposed Uses for LGA:

Budgeted Operations - CIP Fund:	877,751	752,831	756,595	760,378	764,180	768,001	771,841
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The full amount of LGA is being budgeted to be used on equipment purchases and other projects, including debt services for street reconstruction

Total - Use of Funds:	\$877,751	\$752,831	\$756,595	\$760,378	\$764,180	\$768,001	\$771,841
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Projected Increase %		100.5%	100.5%	100.5%	100.5%	100.5%	100.5%
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Budget	2024	2025	2026	2027	2028	2029	2030
LGA - TO 196	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
LGA - TO 195	-	-	-	50,000	50,000	50,000	50,000
LGA - TO 194	7,500	7,500	7,500	7,500	7,500	7,500	7,500
PSA - TO 199	532,330	-	-	-	-	-	-
LGA - TO 199	870,251	745,331	749,095	652,878	656,680	660,501	664,341
Total LGA Revenue	\$ 877,751	\$ 752,831	\$ 756,595	\$ 760,378	\$ 764,180	\$ 768,001	\$ 771,841

ALLOCATION PER SERVICE

ADMIN/FINANCE	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
BUILDING	-	-	-	-	-	-	-
ELECTION	25,000	25,000					
ENGINEERING	-	-	-	-	-	-	-
FIRE	257,500	235,000	260,000	222,500	278,000	242,500	240,000
FIRE-1 TIME PSA LADDER PURCH/	200,000	<i>The city does not have enough funds to prepay the ladder will be short \$500K</i>					
IT	7,500	7,500	7,500	7,500	7,500	7,500	7,500
PARKS DEPARTMENT	150,000	60,000	75,000	-	-	180,000	-
POLICE	98,000	70,000	179,000	164,400	88,170	190,657	196,527
POLICE - 1 TIME PSA	160,735	<i>New portable and mobile radios and could be used for vehicle</i>					
STREETS DEPARTMENT	310,000	-	260,000	530,000	-	280,000	300,000
STREET PROJECTS - 196	-	-	-	50,000	50,000	50,000	50,000
PARKS/TRAIL PROJECT - 195	-	-	-	50,000	50,000	50,000	50,000
Total Allocated	\$1,248,735	\$ 437,500	\$ 821,500	\$1,064,400	\$ 513,670	\$1,040,657	\$ 884,027
Unallocated +/-	(370,984)	315,331	(64,905)	(304,022)	250,510	(272,656)	(112,186)
PSA Grant 532,330							



DEBT SERVICE FUNDS

General Obligation Debt Fund

Fund Description

The General Obligation Debt Funds account for the payment of general obligation bonds and improvement bonds. A separate debt service fund is established for each bond issue.

Background

General obligation bonds are secured by the full faith and credit of the City. The City has the authority to levy property taxes for repayment of these bonds.

For this plan, the amounts projected in the Capital Improvement Program (CIP) to be funded by General Obligation Improvement Bonds are assumed to be bonded. The proposed debt structure is consistent with the City's debt management policies. Interest rates are estimated conservatively.

Source of Funds

The principal sources of revenue are property taxes (debt service levies), special assessment and State Aid payments. Other sources of revenue include transfers from other funds. The chart below reflects the projected debt service levies for the next five years and takes into consideration any new debt that will be levied. Currently the City Council has directed staff to not levy for the 2018 Street project, but instead sources from the municipal state aid funds, local government aid, special assessment and transfers from the general fund. For future projects, Council will have to levy for any new debt issued.

Limitation of Levy Debt

Total net general obligation debt will not exceed the statutory limit as required by Minnesota Statute Section 475.53, which is 3% of estimated market value. In 2023, the debt market calculation was 0.05% of the market value. The City also has a self-imposed debt limit, which is the net tax-supported outstanding debt as a percentage of the total estimated market value in the City will not exceed 3.50% in any given year, and the total debt levy will not exceed 50% of the total levy in any given year. In 2024 the City's debt levy was .06% of the estimated market value and 15.65% of the total levy.

Use of Funds and Fund Balance

According to State Statute, proceeds from the debt service levies and fund balance can only be used for redemption of debt. Additional information is available in the existing and projected debt schedule presented in the Capital Improvement Plan.

Five-Year Financial Plan – Debt Service Funds

REVENUES

Description	2024 Budget	2025 Budget	2026 Concept Budget	2027 Concept Budget	2028-2034 Concept Budget
Property Taxes	\$ 877,276	\$ 621,605	\$ 733,023	\$ 1,017,777	\$ 4,365,784
Tax Increment	42,000	42,000	42,000	42,000	84,000
Special Assessments	515,328	514,163	513,132	513,082	2,064,649
State Aid	152,913	152,531	153,114	152,646	305,732
Intergovernmental	45,427	49,392	48,249	48,249	50,686
Investment Interest	2,108	1,646	1,779	1,779	3,095
Total Revenues	1,635,052	1,381,337	1,491,297	1,775,533	6,873,946

EXPENDITURES

Debt Principal Payments	2,028,000	1,657,796	1,688,000	1,405,000	6,958,000
Debt Interest Payments	353,250	303,483	255,352	208,850	475,566
Other (Interfund Loans & Escrow payments)	38,963	37,913	36,733	36,733	136,135
Total Expenditures	2,420,213	1,999,192	1,980,085	1,650,583	7,569,701

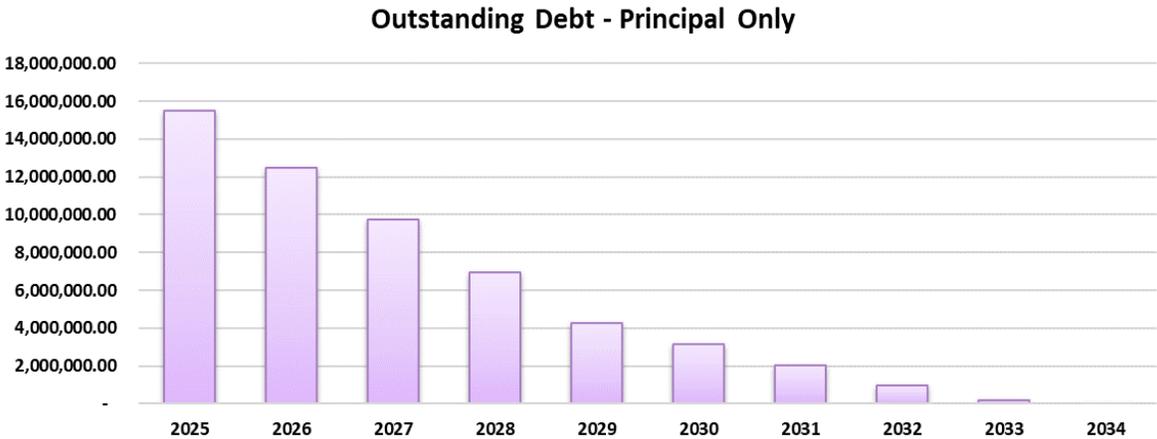
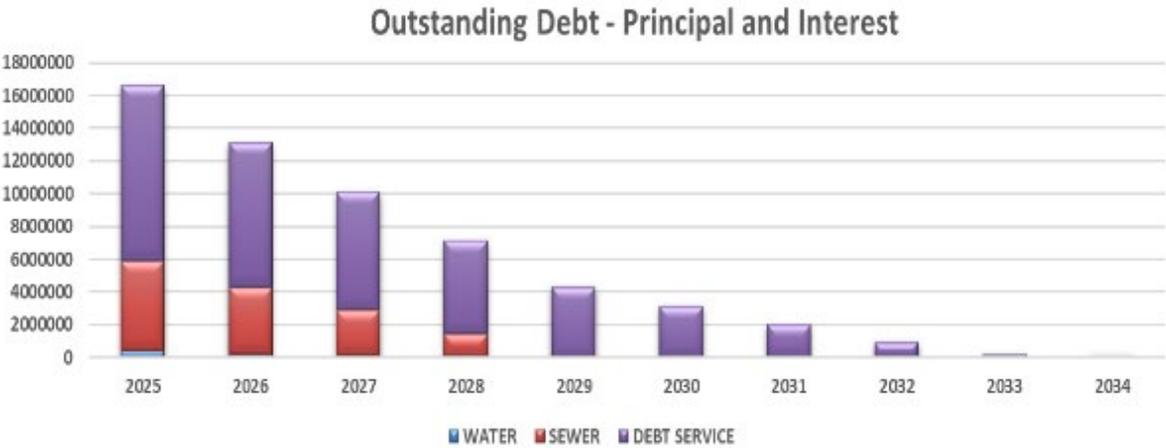
OTHER USES

Transfers In	209,235	165,000	-	-	-
Transfers Out	(36,120)	(35,070)	(34,020)	(37,016)	(529,675)
Total Other Uses	173,115	129,930	(34,020)	(37,016)	(529,675)
Net Change	\$ (612,046)	\$ (487,925)	\$ (522,808)	\$ 87,934	\$ (1,225,430)
Fund Equity, Beginning	2,171,663	1,559,617	1,071,692	548,884	636,818
Fund Equity, Ending	\$ 1,559,617	\$ 1,071,692	\$ 548,884	\$ 636,818	\$ (588,612)

Debt Obligation – Including Enterprise Funds

		TOTAL DEBT PAYMENT OUTSTANDING					
Fund	Series	PROJECT	2025	2026	2027	2028-2034	Total O/S
401	2009 MPFA Loan Wastewater Expansion	Wastewater Expansion	980,272	981,270	980,737	1,961,823	4,904,102
211	2010 PFA Loan	10/25 Intersection	152,531	153,114	152,646	305,732	764,023
222	2015A GO Refunding Bonds	Street Projects	524,975	523,988	522,163	1,020,807	2,591,933
223	2016A Taxable G.O. Refunding Bonds	TIF 1-3 & TIF 1-4 Industrial Park	193,930	199,200	198,998	378,873	971,001
224	2016B G.O. CIP BOND	790 Minnesota Ave	54,162	57,981	56,744	50,563	219,450
226	2016C GO Refunding Bond	Street Projects	329,800	333,300	-	-	663,100
227	2018A GO Improvement Bonds	2018 Streets Projects	194,725	195,300	195,725	1,366,432	1,952,182
228	2021A GO Improvement Bonds	2021 Street Projects	344,000	345,150	346,000	1,741,867	2,777,017
229	2022A GO Improvement Bonds	2022 Street Projects	582,600	584,600	585,800	3,509,100	5,262,100
SUBTOTAL DEBT PAYMENTS			\$3,356,995	\$3,373,903	\$3,038,813	\$10,335,197	\$20,104,908
PORTION PAID BY ENTERPRISE FUNDS							
401	2009 MPFA Loan Wastewater Expansion	Wastewater Expansion	980,272	981,270	980,737	1,961,823	4,904,102
301	2015A GO Refunding Bonds	CR43 Interceptor/Well 7,Tower #4	106,186	109,449	107,512	99,481	422,628
401	2015A GO Refunding Bonds	CR 8/Utility Expansion	342,464	339,833	336,713	840,326	1,859,336
SUBTOTAL ENTERPRISE FUNDS			\$1,428,922	\$1,430,552	\$1,424,962	\$ 2,901,630	\$ 7,186,066
TOTAL PAID BY DEBT SERVICE FUND (LEVY/ASSESSMENTS/TRANSFERS)			\$1,928,073	\$1,943,351	\$1,613,851	\$ 7,433,567	\$12,918,842

Debt Service Outstanding Balance – Including Enterprise Funds



Debt Service Yearly Payments – Including Enterprise Funds

Current General Obligation Debt - Debt Service Funds Payments

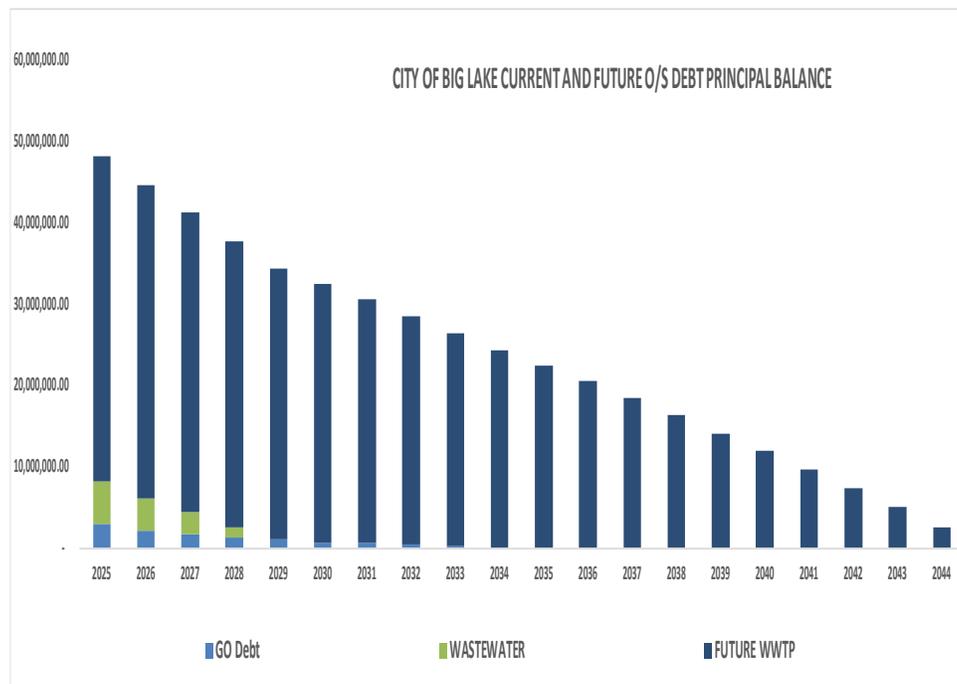
Year	2025	2026	2027	2028	2029	2030
Principal	\$ 1,625,000	\$ 1,688,000	\$ 1,405,000	\$ 1,443,000	\$ 1,245,000	\$ 1,140,000
Interest	303,073	255,352	208,850	163,926	12,721	82,475
	\$1,928,073	\$1,943,352	\$1,613,850	\$1,606,926	\$1,257,721	\$1,222,475

Current General Obligation Debt - Enterprise Funds Payments

Year	2025	2026	2027	2028	2029	2030
Principal	\$ 1,385,200	\$ 1,423,600	\$ 1,328,000	\$ 1,385,000	\$ 1,423,000	\$ -
Interest	158,922	128,551	96,962	64,110	29,520	-
	\$1,544,122	\$1,552,151	\$1,424,962	\$1,449,110	\$1,452,520	\$ -

Debt Service Projections with Future Projects – Including Enterprise Funds

Fund	Series	PROJECT	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035 beyond	Total O/S
401	2009 MPFA Loan Wastewater Expansion	Wastewater Expansion	980,272	981,270	980,737	980,697	981,126	-	-	-	-	-	-	4,904,102
211	2010 PFA Loan	10/25 Intersection	152,531	153,114	152,646	153,143	152,589	-	-	-	-	-	-	764,023
222	2015A GO Refunding Bonds	Street Projects	524,975	523,988	522,163	549,413	471,394	-	-	-	-	-	-	2,591,933
223	2016A Taxable G.O. Refunding Bonds	TIF 1-3 & TIF 1-4 Industrial Park	193,930	199,200	198,998	198,370	89,108	91,395	-	-	-	-	-	971,001
224	2016B G.O. CIP BOND	790 Minnesota Ave	54,162	57,981	56,744	50,563	-	-	-	-	-	-	-	219,450
226	2016C GO Refunding Bond	Street Projects	329,800	333,300	-	-	-	-	-	-	-	-	-	663,100
227	2018A GO Improvement Bonds	2018 Streets Reconstruction	194,725	195,300	195,725	196,000	196,125	196,015	195,668	195,166	194,323	193,135	-	1,952,182
228	2021A GO Improvement Bonds	2021 Streets Reconstruction	344,000	345,150	346,000	346,550	346,800	350,065	351,296	347,156	-	-	-	2,777,018
229	2022A GO Improvement Bonds	2022 Streets Reconstruction	582,600	584,600	585,800	581,300	581,100	585,000	588,600	587,300	585,800	-	-	5,262,100
401	2026 GO Revenue Bonds	WWTP Expansion	-	2,565,000	2,565,875	2,565,750	2,564,625	2,567,500	2,564,250	2,565,000	2,564,625	2,568,125	28,228,000	51,318,750
SUBTOTAL DEBT SERVICE FUNDS			\$ 3,356,995	\$ 5,938,903	\$ 5,604,688	\$ 5,621,786	\$ 5,382,867	\$ 3,789,975	\$ 3,699,814	\$ 3,694,622	\$ 3,344,748	\$ 2,761,260	\$ 28,228,000	\$ 72,002,894
PORTION PAID BY ENTERPRISE FUNDS														
401	2009 MPFA Loan Wastewater Expansion	Wastewater Expansion	980,272	981,270	980,737	980,697	981,126	-	-	-	-	-	-	4,904,102
301	2015A GO Refunding Bonds	CR43 Interceptor/Well 7,Tower #4	107,079	107,079	107,079	107,079	107,079	107,079	107,079	107,079	107,079	107,079	-	963,711
401	2015A GO Refunding Bonds	CR 8/Utility Expansion	334,921	334,921	334,921	334,921	334,921	334,921	334,921	334,921	334,921	334,921	-	3,014,289
401	2026 GO Revenue Bonds - ESTIMATE	WWTP Expansion	-	2,565,000	2,565,875	2,565,750	2,564,625	2,567,500	2,564,250	2,565,000	2,564,625	2,568,125	28,228,000	51,318,750
SUBTOTAL ENTERPRISE FUNDS			\$ 1,422,272	\$ 3,988,270	\$ 3,988,612	\$ 3,988,447	\$ 3,987,751	\$ 3,009,500	\$ 3,006,250	\$ 3,007,000	\$ 3,006,625	\$ 2,568,125	\$ 28,228,000	\$ 60,780,087
TOTAL PAID BY DEBT SERVICE FUND (LEVY/ASSESSMENTS/TRANSFERS)			\$ 1,934,723	\$ 1,950,633	\$ 1,616,076	\$ 1,633,339	\$ 1,395,116	\$ 780,475	\$ 693,564	\$ 687,622	\$ 338,123	\$ 193,135	\$ -	\$ 11,222,807



This chart indicates future projects that could be funded by debt. These are not guaranteed debt, just used for future financial planning.



**JOINT POWERS AGREEMENT
(JPA) – FIRE DEPARTMENT**

JPA Fire Department Revenues and Expenditures Budget

Expenditures

Program	2023 Actual	2024 Final Budget	2025 Adopted Budget	2024-2025	
				\$ Change	% Change
Fire Admin Total	\$ 34,300	\$ 38,812	\$ 46,350	\$ 7,538	19.42%
Fire Fighting Total	295,445	334,489	342,212	7,723	2.31%
Fire Prevention Total	5,319	7,000	7,000	-	0.00%
Fire Training Total	18,559	24,900	28,400	3,500	14.06%
Fire Communication Total	12,422	16,200	16,200	-	0.00%
Fire Repair Services Total	39,993	43,500	43,500	-	0.00%
Medical Services Total	5,110	7,000	7,000	-	0.00%
Fire Stations/Bldgs Total	36,980	41,537	42,356	819	1.97%
Refunds - Reimbursement - To other Governmen	120,000	-	-		
Reimburseable Disbursements	500	-	-	-	
Grand Total	\$ 568,628	\$ 513,438	\$ 533,018	\$ 19,580	3.81%

Revenues

Program	2023 Actual	2024 Final Budget	2025 Adopted Budget	2024-2025	
				\$ Change	% Change
Donations Total	\$ 7,406	\$ 5,000	\$ 5,000	\$ -	0.00%
Fire Protection Service Total	489,222	513,438	533,018	19,580	3.81%
Investment Earnings Total	9,947	500	1,000	500	100.00%
Misc Revenue Total	1,909	1,100	1,100	-	0.00%
Sales of Assets Total	-	-	-	-	0.00%
Grand Total	\$ 508,484	\$ 520,038	\$ 540,118	\$ 20,080	3.86%

Projected Excess Revenues (Rev. less Exps.) \$ (60,144) \$ 6,600 \$ 7,100

JPA Fire Department Capital Purchases Budget

All Capital Purchases are approved each year by the City and Township, and the cost is split 50/50.

radio w/new frequency per law

Description	2023		2024		2025	2026	2027	2028	2029	2030
	Final Budget	2023 Actual	Final Budget	2024 Actual	Adopted Budget	Concept Budget	Concept Budget	Concept Budget	Concept Budget	Concept Budget
Capital Expenditures - Truck Bay Floor	\$ 55,000	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditures - Parking Lot	100,000	-	-	-	**moved truck bay as parking lot needs fixed	-	-	-	-	-
Capital Expenditures - Command Vehicle	-	13,740	-	-	**needs to outfit unit for Fire Chief to be able to use on all call - leave at home	-	-	-	-	50,000
Capital Expenditures - Computers 5 @ 1200/1400	-	-	-	-	6,500	-	-	-	-	7,000
Capital Expenditures - Jaws of Life	-	-	-	-	-	50,000	-	-	-	-
Capital Expenditures - Radios 44 @ 6500/each	-	-	-	-	-	-	-	286,000	**look at grants	-
Capital Expenditures - Station Roof Replacement	-	-	-	-	-	-	-	-	-	-
Capital Expenditures - Replace 2001 Grass Rig 16	143,000	not purchased	-	-	**wants to use 16 as a duty officer unit (won't sell)	-	-	-	-	-
Capital Expenditures - Replace 2004 Grass Rig 1	-	-	-	-	-	-	175,000	-	-	-
Capital Expenditures - Replace 2000 Tender 17	330,000	not purchased	-	-	-	-	-	-	-	-
Capital Expenditures - 2023 Pumper Change Order	-	13,836	-	-	-	-	-	-	-	-
Capital Expenditures - Engine Unit 22 Extrication Equipment	-	-	-	40,449	-	-	-	-	-	-
Capital Expenditures - Engine Replacement	-	-	-	-	-	-	-	-	-	-
Capital Expenditures - Replace Side by Side	-	-	30,000	*sell snow mobile and get side/side - move this to 2026 or later, using funds for building mainten	-	-	-	-	-	-
Capital Expenditures - Replace Side by Side	-	-	-	-	-	30,000	-	-	-	-
Capital Expenditures - Air Packs (22*7500)	-	-	-	-	-	-	-	-	165,000	-
Capital Expenditures - Thermal Image Camera	-	-	15,000	use for truck bay	-	-	-	-	-	-
Capital Expenditures - Replace 2003 Ladder 1	-	-	-	-	2,250,000	-	-	-	-	-
Capital Expenditures - Replace 2006 Tender	-	-	-	-	-	-	-	-	400,000	-
Capital Expenditures - Turnout Equipment	-	-	-	-	-	-	-	-	-	210,000
Current Year Capital Allocations	\$628,000	\$27,576	\$115,000	\$ 40,449	\$ 2,256,500	\$80,000	\$ 175,000	\$ 286,000	\$ 565,000	\$ 267,000

JPA Fire Department Pay scale

2025 Payscale

Increased starting wage from \$15 to \$16, this is a 7% increase

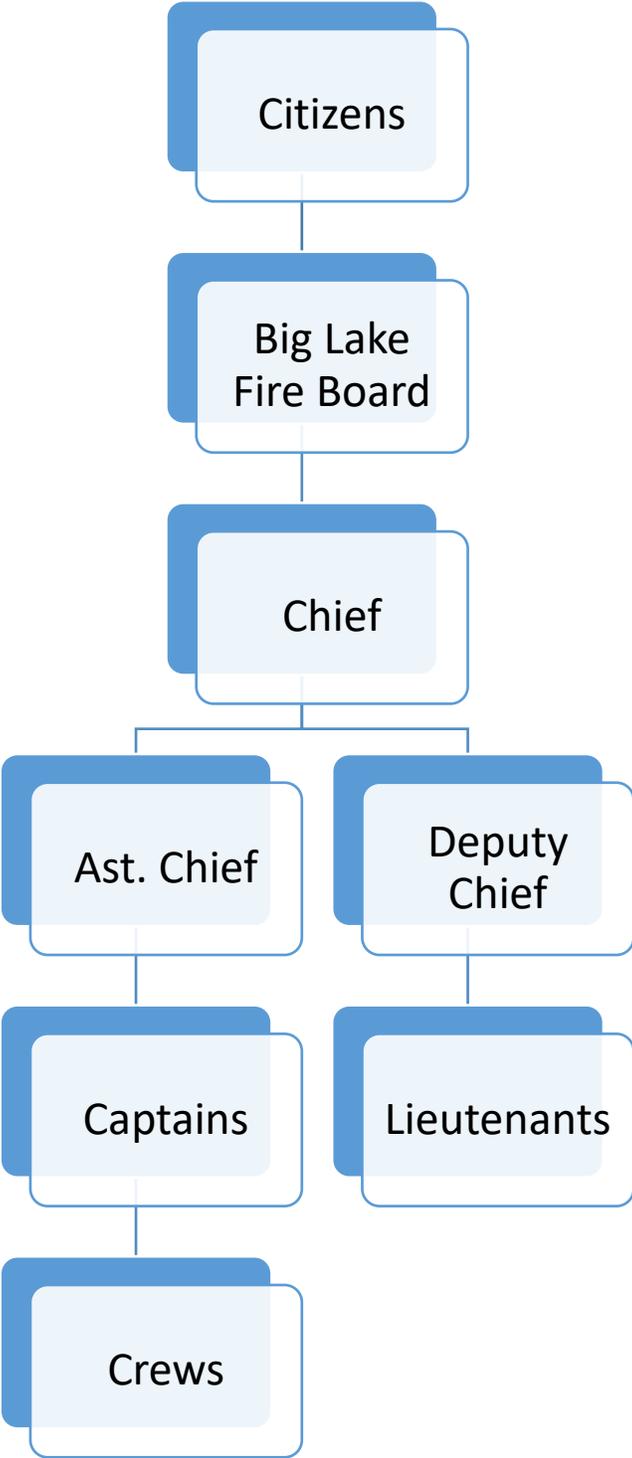
Step Increase based on positive review

102% between Steps

Title	FINAL - CAP AT 14 STEPS														
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Fire Fighter - years of experience/to begin with	Hrly	Hrly	Hrly	Hrly	Hrly	Hrly	Hrly	Hrly	Hrly	Hrly	Hrly	Hrly	Hrly	Hrly	Hrly
Rate of pay	16.00	16.32	16.65	16.98	17.32	17.67	18.02	18.38	18.75	19.12	19.50	19.89	20.29	20.70	21.11

Court Appearance	Hrly	Standby Pay	Hrly	Stipends for specific assigned job duties	Per Month
Minimum 4 hours paid	25.00	Paged but not dispatched out to call	16.00	Chief	800.00
				Assistant Chief	650.00
Duty Officer Pay	Hrly	Plan/Site/Development Review - hourly	Hrly	Deputy/Training Chief	Per Month
For carrying pager	5.00	Will be based on employee's hourly rate of pay	Pay Rate	Captain	300.00
				Lieutenant	100.00
				SCBA Coordinator	100.00

Big Lake Fire Department Organizational Chart 2025





ADDITIONAL INFORMATION

- Fee Schedule
- PayScale
- Finance Policies
- Strategic Plan
- How the Assessor Estimates Your Market Value
- Property Taxation 101
- Why Your Property Taxes Change from Year to Year
- Understanding Property Taxes
- Property Tax Statement 101
- Big Lake Community Information
- Additional Contact Information
- Statistical Information
- Glossary
- Acronyms

Fee Schedule



2025 FEE SCHEDULE

Adopted; December 11, 2024 (effective January 1, 2025)
Amended:

<u>Code</u>	<u>Description</u>	<u>Amount</u>
GENERAL FEES		
Administrative Citations - If not paid will be submitted to collections		
140.07	1st Offense	\$ 75.00
	2nd Offense within 12 months of most recent similar offense	\$ 150.00
	3rd Offense within 12 months of most recent similar offense	\$ 300.00
	4th Offense and beyond within 12 months of most recent similar offense will be charged up to the maximum allowed by State Statute	
Adult Use		
380	Adult Use/Principal - per year	\$ 1,000.00
	Adult Use/Accessory - per year	\$ 2,000.00
Alcohol Beverage Tasting Event Fee		
	Alcohol Beverage Tasting Event - Lake Liquors - Two (2) hour limit- Per hour fee	\$ 75.00
Animal Licensing/Fees		
	Pet Pig License - BIENNIAL (every two years)	\$ 10.00
391.01	Dangerous Dog Registration - every year	\$ 300.00
	Potentially Dangerous Dog Registration -every year	\$ 150.00
	Animal Impound Fee	\$ 50.00
	Hearing Fee for Potentially Dangerous or Dangerous Dog	\$ 250.00
Antenna Site Application		
	Lease application for antennas on City's infrastructure	\$ 1,000.00
	Lease application for antennas that include interference analysis and intermodulation study	\$ 850.00
	Escrow will be determined by Consultant to proceed with the review of plans	
	All plans will reference a site lease agreement which will determine the monthly league payment due from the lessee	
Assessments		
	Assessment Searches/Utility Billing History Search - Per Tax Parcel	\$ 25.00
	Delinquent Account Certification Fees - Per Tax Parcel	\$ 20.00
	Delinquent Account Certification interest - Per Tax Parcel	6.00%
500	Snow Removal Violation plus contractor invoice - Per Property - 1st offense	\$ 50.00
	Snow Removal Violation plus contractor invoice - Per Property - 2nd offense	\$ 100.00
	Snow Removal Violation plus contractor invoice - Per Property - 3rd offense	\$ 150.00
510	Weed/Grass Violation plus contractor invoice and sales tax- Per Property -	\$ 196.00
	Administrative fee for Developer- Requested Chapter 429 Improvement Bonding Projects - Bond amount	1% of Bond Total
	Special Assessments 429 interest terms based on Policy - Interest is based on bond rate -	1.5% above Bond Rate
Big Lake Fire Department - Maintenance Billing, includes snowplowing, streets & equipment repairs, signs & striping, sweeping, etc.		
	Operator Fee Rate - per hour	\$ 42.78
	Materials used - i.e. salt/sand/asphalt/parts	Actual cost of product used
Big Lake Township - Maintenance Billing, includes snowplowing, street repairs, signs & striping, sweeping, etc.		
	Operator Fee Rate - per hour	\$ 42.78
	Materials used - i.e. salt/sand/asphalt	Actual cost of product used
Citations - Theft and/or Property Damage- If not paid will be submitted to collections		
140.07	1st Offense	\$ 125.00
	2nd Offense within 12 months of most recent similar offense	\$ 250.00
	3rd Offense within 12 months of most recent similar offense	\$ 375.00
Collection		
	Recovery Service Fee	\$ 20.00
Compost Site		
	Sherburne County Residential User one per family	No Fee
	Electronic Key-Card Replacement Fee	\$ 10.00
	Non Sherburne County Residents will no longer be able to utilize Sherburne County Sites	Not Allowed
Dock License		
560.03	Dock License per year	\$ 350.00
Document Services - (includes sales tax)		
	Bound Big Lake City Code Book	\$ 50.00
	Comprehensive Plan	\$ 50.00
	Copies - letter size (8.5" x 11") per sheet	\$ 0.25
	Copies - large construction plan (24"x36") Black & White per sheet	\$ 6.00

Fee Schedule – (continued)



2025 FEE SCHEDULE
 Adopted; December 11, 2024 (effective January 1, 2025)
 Amended:

<u>Code</u>	<u>Description</u>	<u>Amount</u>
	Copies - large construction plan (24"x36") Color per sheet	\$ 10.00
	Copies - large construction plan (24"x36") Scan to PDF	\$ 6.00
	Downtown Design Standards	\$ 5.00
	Map - Plat 11" x 14"	\$ 1.00
	Park Plan	\$ 15.00
Events Permits		
	Event Permits/Temporary Use (non-profit or community events - within City Limits - waived)	\$ 25.00
	In addition to the fee for the permit review, additional cost for police, clean up, deposit or incidental expenses may be charged	
570.13	<i>Parking fees at Lakeside Park may be waived for events benefiting non-profits, community events and for Big Lake businesses events open to the public</i>	
	False Alarm Fee - Alarm System - Police Department - At the discretion of the Police Chief	
325	1st violation within calendar year - waived	waived
	2nd violation within calendar year - waived	waived
	3rd violation within calendar year - waived	waived
	4th violation within calendar year	\$ 50.00
	5th violation within calendar year	\$ 100.00
	Further violations within calendar year	\$ 200.00
	Farmers Market	
	Farmers Market Application Fee - For full Summer Season	\$ 140.00
	Farmers Market Application Fee - For full Winter Season	\$ 60.00
	Farmers Market Application Fee - Business/Organization -fundraising for Nonprofit - per year	\$ 50.00
	Farmers Market Application Fee - per week - credit card payments only	\$ 10.00
	Farmer Market Bags - Per Bag (includes sales tax)	\$ 2.00
	Farmers Market Application Fee Refunded	\$ 5.00
	Fire Box	
	Fire box purchased	\$ 165.00
	Fire Inspecti Placeholder if service is approved	
	Business Fire Inspections - per business	\$ 50.00
	Single Family Rental Fire Inspections - per home	\$ 65.00
	Fireworks	
396	Fireworks permit application fee	\$ 25.00
	Franchise Fee - Utilities	
	Residential - Per Account Per Month	\$ 4.00
	Commercial - Per Account Per Month	\$ 8.00
	Food Unit Vendors - Mobile	
321	Annual Fee - expires January 1st of each year - not prorated	\$ 200.00
	1 to 4 Day Permit (days do not need to be concurrent)	\$ 50.00
	5 to 10 Day Permit (days do not need to be concurrent)	\$ 100.00
	Gambling	
370.05	Investigation Fee - Lawful Gambling application	\$ 100.00
	Garden Plot	
	Garden Plot Fee - per year	\$ 30.00
	Hunting Permits	
530.01.4	Hunting on Privately Owned Property Permit	waived
	Hydrant Flush Maintenance - Owner is responsible for all repairs to hydrant	
	Hydrant Flush Maintenance for Privately Owned Hydrants - yearly fee per hydrant	\$ 35.00
	Junked Autos	
340.02	Special Use Permit - Junked Autos - 6 month	\$ 75.00
	One time 3 month extension	\$ 125.00
	Lakeside Park Vendor Permit - May-October	
	Combined Seasonal Lakeside Park Vendor Permit/Annual Mobile Food Unit Permit	\$ 300.00
	Seasonal Lakeside Park Vendor Permit	\$ 200.00
	Maximum number of vendors at a time will be two (2)	
	Preference will be given to business in the City of Big Lake, Big Lake Township and Orrock Township	
	Fee can be administratively waived for City sponsored events	

Fee Schedule – (continued)



2025 FEE SCHEDULE
 Adopted; December 11, 2024 (effective January 1, 2025)
 Amended:

<u>Code</u>	<u>Description</u>	<u>Amount</u>
Lake Mitchell Launch Access Keys -for City of Big Lake Residents only -		
	City of Big Lake Residents only - per key	\$ 20.00
	Replacement key	\$ 20.00
Late Fee		
	Late Payment Fee for non utility billing - Per Month	1.50%
Liquor Licenses		
400.04	Liquor License - per year	\$ 4,000.00
	Wine License - per year	\$ 500.00
	Sunday License - per year	\$ 200.00
	Brewpub License - per year	\$ 500.00
	Brewpub Off-Sale License - per year	\$ 100.00
	Permanent Expansion of Premises - per expansion of license premises	\$ 100.00
	Temporary License - per event	\$ 25.00
	Temporary License - per event - Club or Non-Profit License requests	waived
	Temporary Outdoor On-Sale Event	\$ 25.00
420.01	Beer License (3.2%) - per year	\$ 75.00
	Taproom License - per year	\$ 500.00
	Small Brewer Off-Sale License - per year	\$ 100.00
Liquor Licenses Investigation Fee-New Liquor License Application		
400.04	Liquor License	\$ 1,000.00
	Brewpub, Taproom, Small Brewer License	\$ 500.00
	Wine License	\$ 500.00
420.05	Beer - (3.2%) Malt Liquor	\$ 100.00
Mail Box Installation - permit must be filled out		
	All mailbox locations and designs are subject to the City of Big Lake and Postmaster approval	no fee
Massage License		
395	Massage Enterprise License - New	\$ 200.00
	Massage Therapist License - New	\$ 75.00
	Combination Massage Enterprise & Massage Therapist License - New	\$ 275.00
	Massage Enterprise License - Renewal	\$ 75.00
	Massage Therapist License - Renewal	\$ 25.00
	Combination Massage Enterprise & Massage Therapist License - Renewal	\$ 100.00
	Massage Enterprise & Therapist Investigation Background Check Fee (per person)	\$ 100.00
Park Shelter		
	Park Shelter Rental fee - per day - non refundable	\$ 30.00
	<i>Park Shelter Rental fees at Lakeside Park may be waived for events benefiting non-profits, community events and for a Big Lake business event open to the public</i>	
Park Planter New program of sponsoring a park planter		
	Sponsor a planter	\$ 100.00
Parking Fines - if not paid in 30 days will be submitted to collections		
620.12	Improper parking	\$ 25.00
	Improper parking - original ticket not paid within 14 days	\$ 50.00
	Prohibited parking	\$ 25.00
	Prohibited parking - original ticket not paid within 14 days	\$ 50.00
	Fire Lane parking	\$ 25.00
	Fire Lane parking - original ticket not paid within 14 days	\$ 50.00
	Snow Removal parking	\$ 50.00
	Snow Removal parking - original ticket not paid within 14 days	\$ 100.00
	Fire Hydrant parking	\$ 50.00
	Fire Hydrant parking - original ticket not paid within 14 days	\$ 100.00
	No Parking (12:01 to 8:00am 11/01 to 4/15)	\$ 50.00
	No Parking (12:01 to 8:00am 11/01 to 4/15) - original ticket not paid within 14 days	\$ 100.00
	Handicapped parking	\$ 200.00
	Handicapped parking - original ticket not paid within 14 days	\$ 400.00
Parking Passes - includes sales tax		

Fee Schedule – (continued)



2025 FEE SCHEDULE
 Adopted; December 11, 2024 (effective January 1, 2025)
 Amended:

<u>Code</u>	<u>Description</u>	<u>Amount</u>
Seasonal	Resident - Vehicle only - May through October (zip code is 55309)	\$ 10.00
Seasonal	Resident - Vehicle & Trailer - May through October (zip code is 55309)	\$ 20.00
	Resident - Mitchell Boat Launch - Pass with Key	\$ 20.00
	Resident - Mitchell Boat Launch - Replacement Key	\$ 20.00
Seasonal	Non-Resident - Vehicle only - May through October -	\$ 30.00
Seasonal	Non-Resident - Vehicle & Trailer - May through October	\$ 60.00
	Farmers Market - Wednesdays - May through September	waived
	Music in the Park - Thursdays - June through August	waived
Daily Pass	Vehicle only - May through October	\$ 5.00
	Vehicle & Trailer May through October	\$ 20.00
570.13	<i>Parking fees at Lakeside Park may be waived for events benefiting non-profits, community events and for Big Lake businesses events open to the public</i>	
Peddler/Transient Merchant Permits		
320.03	Peddler/Transient Merchant application	\$ 25.00
	Peddler/Transient Merchant Permits - per day/per person	\$ 10.00
	(No fee is required for Solicitor Registrations)	
	"No Soliciting" window clings - includes sales tax	\$ 3.00
Police Department Fees		
	Police Reports/Copies (includes sales tax)- Non Subject of Police Data up to 100 pages - Per Page	\$ 0.25
	Police Reports/Copies (includes sales tax)- Non Subject of Police Data 101 pages or more	Actual cost
	Police Reports/Copies - Data requested by crime victim/subject of data	waived
	Police Squad - Per Hour	\$ 35.00
	Fingerprinting (free for adoptions)	\$ 25.00
	Photo CD (includes sales tax) - Per Copy	\$ 15.00
	Electronic Case File Data (includes sales tax) - Per Copy	\$ 35.00
	Impound Release Fee	\$ 50.00
Police Lift Assist - Police Department - At the discretion of the Police Chief		
	1st call	waived
	2nd call	\$ 250.00
	3rd and beyond call	\$ 500.00
	Police Yard Signs for Sale - includes sales tax NO LONGER AVAILABLE	\$ 10.00
Property Violations - also see Assessments		
	Snow Removal Violations plus contractor invoice - Per Property	\$ 163.00
	Weed/Grass Violation plus contractor invoice - Per Property	\$ 196.00
Revolving Loan		
	Revolving Loan Application Fee - EDA	1% of loan
Rental Housing Registration		
915.01	Single Family units - yearly	\$ 25.00
	Duplex units - yearly	\$ 25.00
910.07	Multifamily building containing three (3) dwelling units -yearly inspections	\$ 320.00
	Multifamily dwelling units additional charge/ unit after original three (3) units	\$ 13.00
	Re-inspection fee - see staff billing rates	Staff billing rates
Return Check		
	Return check fee	\$ 30.00
Right of Way		
1400.1	Right of Way Permit Fee	\$ 150.00
	Right of Way Permit Escrow	Minimum of \$3,000
Signs		
1300	Permanent Sign Permit - Including Wall Mount and Pylon (could include multi-signs) - each permit	\$ 100.00
	Temporary Sign Permit- days allowed based on code - (plus escrow listed below) - each permit	\$ 50.00
	<i>Temporary Sign Permit fee will be waived for events benefiting non-profits, and community events and for Big Lake businesses events open to the public</i>	
	Temporary Sign Fee - Escrow	\$ 100.00
	Sign Code Violation - Per Offense	\$ 50.00
Small Wireless Facility Permit		
1400.11	Permit on new pole	\$ 1,000.00

Fee Schedule – (continued)



2025 FEE SCHEDULE
 Adopted; December 11, 2024 (effective January 1, 2025)
 Amended:

<u>Code</u>	<u>Description</u>	<u>Amount</u>
	First five in a batched application on existing pole	\$ 500.00
	Beyond the first five, per permit	\$ 100.00
	Snow Removal Violation	
500	Snow Removal Violation plus contractor invoice - Per Property - 1st offense	\$ 50.00
	Snow Removal Violation plus contractor invoice - Per Property - 2nd offense	\$ 100.00
	Snow Removal Violation plus contractor invoice - Per Property - 3rd offense	\$ 150.00
	Special Vehicle Permit - place holder	
	Special Vehicle Permit	\$ -
	Staff/Equipment Billing Rates(staff time includes hourly fringe plus overhead cost)	
	Accounting Clerk	\$ 55.00
	Building & Inspections	\$ 75.00
	City Administrator	\$ 120.00
	City Clerk	\$ 65.00
	Clerical/Support	\$ 55.00
	Community Development Director	\$ 105.00
	Finance Director	\$ 105.00
	City Engineer	\$ 115.00
	Engineering Technician - if position is approved	\$ 75.00
	City Planner	\$ 65.00
	Consultant Planner - not as a pass through expense	\$ 75.00
	Liquor Store Manager	\$ 75.00
	Police Department Staff - per hour	
	Police Reserve Officer	\$ 40.00
	Police Investigator	\$ 120.00
	Police Captain	\$ 160.00
	Police Officer	\$ 110.00
	Police Sergeant	\$ 120.00
	Police Chief	\$ 190.00
	Public Work Staff - per hour	
	Maintenance	\$ 80.00
	Fleet Mechanic	\$ 90.00
	Foreman	\$ 105.00
	Director/Superintendent	\$ 110.00
	Equipment charge - per hour	
	Air Compressor	\$ 36.00
	Bucket Truck - NEW 2017	\$ 120.50
	Chain Saw	\$ 29.50
	Dump Truck	\$ 64.50
	Holder - NEW 2017	\$ 65.00
	Hydrant Meter -Per Month	\$ 50.00
	Jet Rodder	\$ 45.50
	Jet/Vac	\$ 211.00
	Lawn Mower	\$ 36.00
	Loader	\$ 120.50
	Patrol Vehicle	\$ 25.00
	Pickup Truck	\$ 36.00
	Skid Steer	\$ 65.00
	Small Tools Miscellaneous	\$ 7.00
	Street Sweeper	\$ 42.00
	Tandem Dump Truck	\$ 120.50
	Tractor	\$ 65.00
	Trailer	\$ 45.50
	Up-Armor Vehicle	\$ 120.00
	UAV/Robot	\$ 25.00
	Weed Whip	\$ 29.00

Fee Schedule – (continued)



2025 FEE SCHEDULE
 Adopted; December 11, 2024 (effective January 1, 2025)
 Amended:

<u>Code</u>	<u>Description</u>	<u>Amount</u>
	Equipment charge - per day	
	Tapping Machine	\$ 66.00
	Tapping Machine Tap	\$ 28.00
	Sign Rental	\$ 4.50
Street Excavation		
710.01	Street Excavation Permit Fee	\$ 223.00
	Street Excavation Permit Escrow - As determined by city engineer	
Street Light		
830	Street Light Utility System Fee Residential Unit - Per Month	\$ 3.00
	Street Light Utility System Fee Non -Residential Unit - Per Front Footage/Month	\$ 0.042
Tobacco License		
350.03	Tobacco License per Calendar year	\$ 100.00
	Tobacco Licenses Investigation Fee-New License Application	\$ 100.00
THC - Cannabinoid Product Retailers		
	Cannabinoid Products Retailer Licenses - place holder	TBD
Trash Hauler		
335.02	Trash Hauler License - Per Calendar Year	\$ 150.00
Temporary Structure		
	Temporary Structure (Tent) Permit - approved by Fire Department - (could be multi tents)each permit	\$ 25.00
Water Tower Lease Fee		
	Water Tower lease fee	Per Individual Contract
Weed/Grass Violation		
510	Weed/Grass Violation plus contractor invoice and sales tax- Per Property -	\$ 196.00
COMMUNITY DEVELOPMENT BUILDING FEES		
900.03	Building Permit Fee Schedule - based on valuation	See schedule below
	Total Valuation	Fee
	\$1.00 TO \$1,100	\$ 50.00
	\$1,101 to \$2,000	\$28 for 1ST 500, plus \$3.70 for each addtl 100, or fraction thereof, to and including 2000.
	\$2,001 to \$25,000	\$83.50 for 1ST 2,000, plus \$16.55 for each addtl 1,000, or fraction thereof, to and including 50,000.
	\$25,001 to \$50,000	\$464.15 for 1ST 25,000, plus \$12 for each addtl 1,000, or fraction thereof, to and including 100,000.
	\$50,001 to \$100,000	\$764.15 for 1ST 50,000, plus \$8.45 for each addtl 1,000, or fraction thereof, to and including 100,000.
	\$100,001 to \$500,000	\$1,186.65 for 1ST 100,000, plus \$6.75 for each addtl 1,000, or fraction thereof, to and including 500,000.
	\$500,001 to \$1,000,000	\$3,886.65 for 1ST 500,000, plus \$5.50 for each addtl 1,000, or fraction thereof, to and including 1,000,000.
	\$1,000,000 and up	\$6,636.65 for 1ST 1,000,000, plus \$4.50 for each addtl 1,000, or fraction thereof.
	Administrative Fee - Permit Refund	\$ 25.00
	Basement Refinish	\$ 150.00
	Plan Review	65% of Permit Fee
	Plan Review - Duplicate Plan -UPON REVIEW	25% of Permit Fee
	Plan Review - Accessory Structure	65% of Permit Fee



2025 FEE SCHEDULE
 Adopted; December 11, 2024 (effective January 1, 2025)
 Amended:

<u>Code</u>	<u>Description</u>	<u>Amount</u>
	Plan Review Revisions - Per Hour	\$ 50.00
	Air Conditioner	\$ 50.00
	Deck Permit - Residential	Use Building fee Schedule
	Demo	\$ 100.00
MN Bldg Code	Expired Permit -Continue Work & Inspections of Project - investigation fee of original project	\$ 75.00
1300.0120.Sub	Expired Permit -Continue Work & Inspections of Project - New Permit for original project	50% of original permit fee
	Fence Permit < 7' (Zoning)	\$ 55.00
	Fence Permit >7' - see Valuation Table listed above with Building Permit Fees	See 900.03 building fees
	Fireplace	\$ 100.00
	Fire Suppression	2% of Job Value
	Fire Suppression Plan Review	65% of Permit Fee
	Furnace Replacement	\$ 50.00
	After Hours / Weekend Inspection Minimum 2 hours - Per Hour	\$ 63.25
	Investigation Fee	Up to 100% of Permit Fee
	Land Alteration Permit (i.e. landscape, grading) Fee - minimum of \$50	Use Building fee Schedule
	Land Alteration Permit (i.e. landscape, grading) Escrow	as determined by Engineer
	Land Alteration Permit for school curriculum - permit issued, but fee waived	waived
	Lawn Irrigation - Residential Permit	\$ 50.00
	Lawn Irrigation - Comm Permit	\$ 100.00
	Mechanical (New Residential)	\$ 150.00
	Mechanical (Remodel, Addition)	\$ 100.00
	Mechanical (New Commercial) -	Use Building fee Schedule
	Mechanical (Remodel, Addition - Comm) -	Use Building fee Schedule
	Mechanical Plan Review Fee	50% of Permit Fee
	Moving Structure	\$ 100.00
	Moving Structure - Site Inspection	\$ 50.00
	Partial Certificate of Occupancy (PCO) Commercial Escrow (refunded if completed by 30 days)	\$ 1,500.00
	Partial Certificate of Occupancy (PCO) Residential Escrow (refunded if completed by 30 days)	\$ 1,500.00
	<i>PCO are at the Building official discretion</i>	
	Permit Card - Copy Replacement	\$ 5.00
	Plumbing Residential (New Homes)	\$ 200.00
	Plumbing Residential (Remodel, Addition)	\$ 100.00
	Plumbing Drain Tile	\$ 100.00
	Plumbing Commercial (New) -	Use Building fee Schedule
	Plumbing Commercial (Remodel, Addition) -	Use Building fee Schedule
	Re-Inspection Fee	\$ 75.00
	Roofing (Residential)	\$ 100.00
	Roofing (Commercial) - See Valuation Table listed above with Building Permit Fees	See 900.03 building fees
	Seed/Sod Fee - (plus escrow listed below)	\$ 140.00
	Seed/Sod Fee - Escrow	\$ 2,500.00
	Siding - Residential - includes replacement of water meter device on siding	\$ 180.00
	Swimming Pools - In ground	\$ 150.00
	Swimming Pools / Hot tubs	\$ 55.00
	Water Softener	\$ 50.00
	Water heater Replacement	\$ 50.00
	Window Replacement - Residential	\$ 100.00

Fee Refunds - Refund requests must be submitted in writing by permit applicant before any work has started. The applicant shall be responsible for 100% of plan review fee; all other fees may be refunded.

COMMUNITY DEVELOPMENT ECONOMIC DEVELOPMENT FEES

Revolving Loan Application Fee - EDA	1% of loan
Tax Abatement Districts - (plus escrow listed below)	\$ 500.00
Tax Abatement Districts Escrow -	\$ 10,000.00
Tax Increment Financing (TIF) Districts - (plus escrow listed below)	\$ 500.00
Tax Increment Financing (TIF) Districts Escrow	\$ 10,000.00
Water Access Charge (WAC) & Sewer Access Charge (SAC) -429 Assessment Agreement	\$ 500.00



2025 FEE SCHEDULE
 Adopted; December 11, 2024 (effective January 1, 2025)
 Amended:

<u>Code</u>	<u>Description</u>	<u>Amount</u>
COMMUNITY DEVELOPMENT LAND USE FEES (Planning, Zoning, Subdivision)		
In addition to the fees listed, City Engineer, City Attorney, Planning Consultant, or other consultant fees will be charged on an actual cost basis and will be pass through to developer's escrow account.		
	Amendments - Ordinance, Map, Comprehensive Plan - (plus escrow listed below)	\$ 500.00
	Amendments - Ordinance, Map, Comprehensive Plan - Escrow	\$ 1,000.00
	Administrative Fee - Permit Refund	\$ 25.00
	Appeals	\$ 600.00
	Annexations - Residential	\$ 1,000.00
	Annexations - Commercial/Industrial	waived
	Annexation Escrows -Residential and Commercial/Industrial	\$ 500.00
	Concept Plan - (plus escrow listed below)	\$ 250.00
	Concept Plan Escrow	\$ 1,000.00
	Conditional Use Permit (CUP) - (plus escrow listed below)	\$ 500.00
	Conditional Use Permit - Escrow	\$ 1,000.00
	Conditional Use Extension Fee - first time for an additional year	\$ 100.00
	Conditional Use Extension Fee - second renewal approved by council	\$ 400.00
	Environmental Review -EAW/AUAR/EIS - (plus escrow listed below)	\$ 500.00
	Environmental Review -EAW/AUAR/EIS Escrow	\$ 5,000.00
	Home Occupation Permit	\$ 55.00
	Interim Use Permit - (plus escrow listed below)	\$ 500.00
	Interim Use Permit Escrow	\$ 1,000.00
	Investigation Fee	\$ 55.00
	Map Upgrade Fee for new developments - per lot as determined in the development agreement	see agreement
	Park &Trail Dedication Residential	\$2,500 per dwelling unit or land
	Per state statute, this meets the requirement of Subd 2C, Nexus; which indicates that the fee must bear a rough proportionality to the need created by the proposed subdivision or development.	
	Park &Trail Dedication Commercial or Industrial	4% of FMV of Land Value or land
	*All new subdivisions must satisfy park dedication requirements (land and/or cash) as determined by the City Council	
	Parking Pad Administrative Permit-SEE ZONING PERMIT	\$ 55.00
	Planned Unit Development (PUD) - Development Stage and Final Plan (plus escrow listed below)	\$ 750.00
	Planned Unit Development (PUD)-Development Stage and Final Plan - Escrow	\$ 3,000.00
	Plat - Final - (plus escrow listed below)	\$ 300.00
	Plat - Final Escrow	\$ 3,000.00
	Plat - Preliminary - (plus escrow listed below)	\$ 300.00
	Plat - Preliminary Escrow	\$ 5,000.00
	Recording Fee	Actual Cost
	Rezoning	\$ 500.00
	Site Plan Review - (plus escrow listed below)	\$ 300.00
	Site Plan Review Escrow	\$ 2,000.00
	Special Planning Commission Meeting	\$ 350.00
	**requested by developer and not one of regular scheduled meeting - fee covers cost of expense for extra meeting	
	Subdivisions Administrative	\$ 300.00
	Subdivisions Administrative - Escrow	\$ 1,000.00
	Subdivisions Simple - (plus escrow listed below)	\$ 500.00
	Subdivisions Simple Escrow	\$ 3,000.00
	Temporary Use Permits (non-profit or community events - within City Limits - waived)	\$ 25.00
	Temporary Structure (Tent) Permit - approved by Fire Department - (could be multi tents)each permit	\$ 25.00
	Vacations - (plus escrow listed below)	\$ 500.00
	Vacations Escrow	\$ 1,000.00
	Variances - Residential/Commercial/Industrial - (plus escrow listed below)	\$ 350.00
	Variances - Residential - Escrow	\$ 1,000.00
	Variances - Commercial/Industrial - Escrow	\$ 1,000.00
	Wetland Application - (plus escrow listed below) plus actual cost	\$ 500.00
	Wetland Escrow -	\$ 350.00
	Zoning letter - formal letter attesting to the land use regulations for a specific site	\$ 55.00



2025 FEE SCHEDULE
 Adopted; December 11, 2024 (effective January 1, 2025)
 Amended:

<u>Code</u>	<u>Description</u>	<u>Amount</u>
	Zoning Permit - I.E., Chicken Coops, Bee Hives, Parking Pad, Accessory Structures less than 200 sq. ft	\$ 55.00
WATER/SEWER/STORM SEWER FEES:		
Water Rates - Residential		
800.21	0 - 6,500 gallons monthly usage - Per 1,000 gallons	\$ 4.09
	over 6,500 gallons monthly usage - Per 1,000 gallons	\$ 5.09
	Monthly Fixed Fee	\$ 6.81
Water Rates - Multi-Family		
	0 - 88,600 gallons monthly usage - Per 1,000 gallons	\$ 4.09
	over 88,600 gallons monthly usage - Per 1,000 gallons	\$ 5.09
	Monthly Fixed Fee - IF LESS THAN 2" otherwise see charge under commercial based on meter size	\$ 15.63
Water Rates - Municipal		
	All gallons monthly usage - Per 1,000 gallons	\$ 11.97
	Monthly Fixed Fee	\$ 20.63
Water Rates - Irrigation		
	0 - 88,600 gallons monthly usage - Per 1,000 gallons	\$ 4.09
	over 88,600 gallons monthly usage - Per 1,000 gallons	\$ 5.09
	Monthly Fixed Fee	\$ 15.63
Water Rates - Commercial		
800.21	0 - 51,000 gallons monthly usage - Per 1,000 gallons - plus sales tax	\$ 2.52
	over 51,000 gallons monthly usage - Per 1,000 gallons - plus sales tax	\$ 2.76
	Monthly Fixed Fee - based on meter size - see chart below all rates per month fee:	
	5/8" - 1"	\$ 6.81
	1 1/2 "	\$ 9.72
	2"	\$ 15.63
	3"	\$ 59.32
	4"	\$ 75.50
	6"	\$ 113.24
	8"	\$ 156.38
Water Rates - Industrial (per Contract)		
800.21	0 - 51,000 gallons monthly usage - Per 1,000 gallons - plus sales tax	\$ 4.43
	over 51,000 gallons monthly usage - Per 1,000 gallons - plus sales tax	\$ 4.92
	Monthly Fixed Fee -	\$ 449.87
Water Service Fees		
	Water Access Charges (WAC)- anticipated daily use of water less than 25,000 gallons - Per Unit	\$ 3,585.00
<i>Units will be determined by Building Official and/or Engineer, based on Met Council Formula. Credit will be given for prior WAC paid for property</i>		
<i>WAC total charge is calculated utilizing the same unit charge per multiplier as per the Metropolitan Council Environmental Services (MCES) Sewer Availability Charge (SAC) Procedure Manual</i>		
	Water Access Charges (WAC)- for multi-tenant buildings greater than 4 units - Per Unit	\$ 2,200.00
<i>Units will be determined by Building Official and/or Engineer, based on Met Council Formula. Credit will be given for prior WAC paid for property</i>		
<i>WAC total charge is calculated utilizing the same unit charge per multiplier as per the Metropolitan Council Environmental Services (MCES) Sewer Availability Charge (SAC) Procedure Manual</i>		
	Water Access Charges (WAC) - anticipated daily use of water greater than 25,000 gallons - Per Unit	Determined by City Engineer
	Water Availability Charge -parcels that have city water available but are not connected - Fee Per Year	\$ 75.00
	Water Inspections - New Hook-up	\$ 75.00
	Water Inspections - Repair	\$ 35.00
	Water Late Charges - Per Monthly billing	10% or \$5, whichever is greater
	OPT - Out for Automatic Meter Reading - per month fee to have meter read by staff	\$ 5.00
	Water Meters - Residential (includes end points)	\$ 469.00
	Water Meters - Commercial -can fluctuate depending on model and brand -based on size	
	1" meter	\$350 to \$400
	1 1/2" meter	\$ 1,000.00
	2" meter	\$ 1,500.00
	3" meter	\$2000 to \$3000

Fee Schedule – (continued)



2025 FEE SCHEDULE
 Adopted; December 11, 2024 (effective January 1, 2025)
 Amended:

<u>Code</u>	<u>Description</u>	<u>Amount</u>
	4" meter	\$3000 to \$9000
	Water Meter Certificate of Occupancy Inspection	\$ 40.00
	Water Meter Siding Inspection	\$ 40.00
	Water Meter Rental Billing - yearly	\$ 40.00
	Water Meter Rental -water consumption use - billed at current residential rate per 1,000 gallons	\$ 4.09
	Water Shut Off Charge - at owners request	\$ 30.00
	Water Turn On Charge - at owners request	\$ 30.00
	Water Shut Off Charge - delinquency - 2 employees always sent for safety reasons	\$ 60.00
	Water Turn On Charge - delinquency - 2 employees always sent for safety reasons	\$ 60.00
	Water Test Fee - State of MN - Per Month - new amount per state	\$ 0.81
	Water Trunk Area Fee - Per Acre	\$ 1,650.00
	Water Use Restrictions - 1st violation within calendar year	waived
	Water Use Restrictions - 2nd violation within calendar year	\$ 25.00
	Water Use Restrictions - 3rd violation within calendar year	\$ 50.00
	Water Use Restrictions - 4th violation within calendar year	\$ 100.00
	Water Use Restrictions - 5th violation within calendar year	\$ 250.00
	Utility - Meter Reading (owner requested) for non electronic meters only	\$ 5.00
	Utility Credit for opting out of paper bills - per month	\$ (0.50)
	Sewer Rates - Residential	
810.17	Per 1,000 gallons of monthly water usage-summer months bills are based on Average of Nov - April water bills	\$ 9.90
	Monthly Fixed Fee	\$ 11.55
	Sewer Rates - Multi - Family	
810.17	Per 1,000 gallons of monthly water usage-summer months bills are based on Average of Nov - April water bills	\$ 9.90
	Monthly Fixed Fee	\$ 11.55
	Sewer Rates - Municipal	
810.17	Per 1,000 gallons of monthly water usage- summary months based on Nov - April average usage of water	\$ 11.63
	Monthly Fixed Fee	\$ 16.66
	Sewer Rates - Commercial	
810.17	Per 1,000 gallons of monthly water usage-summer months bills are based on Average of Nov - April water bills	\$ 9.90
	Monthly Fixed Fee	\$ 18.28
	Sewer Rates - Industrial	
810.17	Per 1,000 gallons of monthly water usage based on actual water usage	\$ 14.81
	Monthly Fixed Fee	\$ 31.02
	Sewer Rates - Significant Industrial User (SIU) Charge w/o Treatment Agreement	
	Per 1,000 gallons of monthly usage based on actual water usage - (double the current industrial rate)	\$ 29.62
	Monthly Fixed Fee (double the current industrial rate)	\$ 62.04
	Brewery	
810.17	Per barrel based on actual monthly production	\$ 4.61
	Cargill Contract	
	Flow	\$ 13.55
	BOD	\$ 0.31
	TSS	\$ 0.05
	TP	\$ 7.87
	Sewer Base Rate	\$ 31.02
	<i>Sewer usage will be determined as follows for new accounts and non-winter residents:</i>	
	New Owner - Existing Property: Usage will be based on 4,000 gallons	
	New Owner OR New Construction: Usage will be based on 4,000 gallons	
	Non-winter Residents: Usage will be based on 4,000 gallons	
	Sewer Service Fees	
	Sanitary Sewer Trunk Area Fee - Per Acre	\$ 5,330.00
	Septage/Solids Dumping - billed at current commercial sewer rates per 100/gallons	\$ 9.90
	Septage Dumping - MN Limited - pipe water - per 1000 gallons (new)	\$ 40.00
	Sewer Access Charges (SAC)- anticipated daily use of water less than 25,000 gallons - Per Unit	\$ 5,325.00

Units will be determined by Building Official and/or Engineer, based on Met Council Formula. Credit will be given for prior SAC paid for property

Fee Schedule – (continued)



2025 FEE SCHEDULE

Adopted; December 11, 2024 (effective January 1, 2025)

Amended:

<u>Code</u>	<u>Description</u>	<u>Amount</u>
<i>SAC total charge is calculated utilizing the same unit charge per multiplier as per the Metropolitan Council Environmental Services (MCES) Sewer Availability Charge (SAC) Procedure Manual</i>		
	Sewer Access Charges (SAC)- for multi-tenant buildings greater than 4 units - Per Unit	\$ 3,235.00
<i>Units will be determined by Building Official and/or Engineer, based on Met Council Formula. Credit will be given for prior SAC paid for property</i>		
<i>SAC total charge is calculated utilizing the same unit charge per multiplier as per the Metropolitan Council Environmental Services (MCES) Sewer Availability Charge (SAC) Procedure Manual</i>		
	Sewer Access Charges (SAC) - anticipated daily use of water greater than 25,000 gallons - Per Unit	Determined by City Engineer
	Sewer Inspections - New Hook-up	\$ 75.00
	Sewer Inspections - Repairs	\$ 35.00
810.19	Sewer Late Charges - Per Monthly billing	10% or \$5, whichever is greater
	Sludge Processing Fee - per dry pound	\$ 0.65
Storm Sewer Service Fees		
820	Storm Sewer Drainage Utility Fee - Properties less than 1 acre - Per Month	\$ 4.93
	Storm Sewer Drainage Utility Fee - Properties greater than 1 acre - Per Month Per Acre	\$4.93/month/acre
	Storm Sewer Trunk Area Fee -	Determined by Engineer
	Storm Sewer Trunk Area Fee - developments where storm water is contained within the plat boundary	waived

Pay scale

2025 Rates w 3% increase - Non Union - UPDATE PAY PLAN

2025 Rates Police Union 3% Increase - UPDATE PAY PLAN

2025 Rates Public Works Union 3% Increase - UPDATE PAY PLAN

103.0%	2080 FT hours in year	Night Shift/hr	1.05	Police Union Contract			salary exempt threshold
103.0%	2080 Police	On Call/day	50.00	Public Works Contract	3% between steps	103%	\$35,568/year
103.0%	2080 Public Works				6% between grades	106%	

SEASONAL / PT EMPLOYEES		Hourly Range
Public Works	Parks Seasonal Attendants - hly range - just COLA	\$16 to \$21
Public Works	Parks Lawn Care - hly range - just COLA	\$16 to \$21
Engineering	Intern	\$16 to \$21

1040 PT HOURS
11.13 2025 Minimum Wage

Elected Official	per month	Boards	per meeting	Chair per meeting
Mayor	500.00	EDA	40.00	50.00
Council Members	400.00	Planning	40.00	50.00
		Parks	25.00	25.00

Between Grades 6% and between Steps 3%

Points	Department	Title	ADOPTED ON 12/11/2024 FOR 2025																		
			STEP	Annual	1	Annual	2	Annual	3	Annual	4	Annual	5	Annual	6	Annual	7	Annual	8	Annual	9
			Grade	1	RATE	2	RATE	3	RATE	4	RATE	5	RATE	6	RATE	7	RATE	8	RATE	9	RATE
90	Liquor	Liquor Store Stock Clerk - PT - (2)	3	18,420.19	17.71	18,972.80	18.24	19,541.98	18.79	20,128.24	19.35	20,732.09	19.93	21,354.05	20.53	21,994.68	21.15	22,654.52	21.78	23,334.15	22.44
115	Liquor	Liquor Store Clerk - PT (3)	4	19,525.41	18.77	20,111.17	19.34	20,714.50	19.92	21,335.94	20.52	21,976.02	21.13	22,635.30	21.76	23,314.36	22.42	24,013.79	23.09	24,734.20	23.78
170	Liquor	Lead Liquor Store Clerk - FT (5)	7	51,830.38	24.92	53,385.29	25.67	54,986.85	26.44	56,636.46	27.23	58,335.55	28.05	60,085.62	28.89	61,888.19	29.75	63,744.83	30.65	65,657.18	31.57
190	Public Works	Administrative Assistant - Public Works	7	51,830.38	24.92	53,385.29	25.67	54,986.85	26.44	56,636.46	27.23	58,335.55	28.05	60,085.62	28.89	61,888.19	29.75	63,744.83	30.65	65,657.18	31.57
190	Community Dev	Administrative Assistant - Comm Dev	7	51,830.38	24.92	53,385.29	25.67	54,986.85	26.44	56,636.46	27.23	58,335.55	28.05	60,085.62	28.89	61,888.19	29.75	63,744.83	30.65	65,657.18	31.57
205	Public Works-Union	Streets/Parks Employee - Public Works I	8	54,961.63	26.42	56,610.48	27.22	58,308.79	28.02	60,058.06	28.88	61,859.80	29.74	63,715.59	30.63	65,627.06	31.55	67,595.87	32.50	69,623.75	33.47
200	Police	Police Specialist 1 - (7)	8	54,961.63	26.42	56,610.48	27.22	58,308.79	28.02	60,058.06	28.88	61,859.80	29.74	63,715.59	30.63	65,627.06	31.55	67,595.87	32.50	69,623.75	33.47
225	Public Works-Union	Water/Wastewater Operator I (8)	9	58,236.62	28.00	59,983.72	28.84	61,783.23	29.69	63,636.72	30.60	65,545.83	31.51	67,512.20	32.46	69,537.57	33.43	71,623.69	34.43	73,772.41	35.47
260	Community Dev	Building Permit Technician - (8)	10	61,730.81	29.68	63,582.74	30.57	65,490.22	31.48	67,454.93	32.44	69,478.58	33.40	71,562.93	34.41	73,709.82	35.44	75,921.12	36.50	78,198.75	37.60
260	Community Dev	Planning Technician - (8)	10	61,730.81	29.68	63,582.74	30.57	65,490.22	31.48	67,454.93	32.44	69,478.58	33.40	71,562.93	34.41	73,709.82	35.44	75,921.12	36.50	78,198.75	37.60
260	Finance	Accounting Technician - (8)	10	61,730.81	29.68	63,582.74	30.57	65,490.22	31.48	67,454.93	32.44	69,478.58	33.40	71,562.93	34.41	73,709.82	35.44	75,921.12	36.50	78,198.75	37.60
260	Finance	City Hall Senior Administrative Specialist	10	61,730.81	29.68	63,582.74	30.57	65,490.22	31.48	67,454.93	32.44	69,478.58	33.40	71,562.93	34.41	73,709.82	35.44	75,921.12	36.50	78,198.75	37.60
270	Public Works-Union	Streets/Parks Employee - Public Works II (9)	10	61,730.81	29.68	63,582.74	30.57	65,490.22	31.48	67,454.93	32.44	69,478.58	33.40	71,562.93	34.41	73,709.82	35.44	75,921.12	36.50	78,198.75	37.60
270	Community Dev	Recreation & Communication Coord	10	61,730.81	29.68	63,582.74	30.57	65,490.22	31.48	67,454.93	32.44	69,478.58	33.40	71,562.93	34.41	73,709.82	35.44	75,921.12	36.50	78,198.75	37.60
280	Engineering	Engineering Technician	10	61,730.81	29.68	63,582.74	30.57	65,490.22	31.48	67,454.93	32.44	69,478.58	33.40	71,562.93	34.41	73,709.82	35.44	75,921.12	36.50	78,198.75	37.60
285	Public Works-Union	Fleet Maintenance Worker - (10)	11	65,434.66	31.46	67,397.70	32.40	69,419.63	33.36	71,502.22	34.39	73,647.29	35.41	75,856.71	36.47	78,132.41	37.56	80,476.38	38.69	82,890.67	39.85
290	Public Works-Union	Water/Wastewater Operator II - (9)	11	65,434.66	31.46	67,397.70	32.40	69,419.63	33.36	71,502.22	34.39	73,647.29	35.41	75,856.71	36.47	78,132.41	37.56	80,476.38	38.69	82,890.67	39.85
285	Police	Police Specialist II - (9)	11	65,434.66	31.46	67,397.70	32.40	69,419.63	33.36	71,502.22	34.39	73,647.29	35.41	75,856.71	36.47	78,132.41	37.56	80,476.38	38.69	82,890.67	39.85
325	Liquor	Assistance Liquor Store Manager - Exempt (10)	12	69,360.74	33.35	71,441.57	34.35	73,584.81	35.38	75,792.36	36.44	78,066.13	37.53	80,408.11	38.66	82,820.36	39.82	85,304.97	41.01	87,864.11	42.24
328	Finance	Accounting Clerk/Deputy City Clerk - Exempt (10)	12	69,360.74	33.35	71,441.57	34.35	73,584.81	35.38	75,792.36	36.44	78,066.13	37.53	80,408.11	38.66	82,820.36	39.82	85,304.97	41.01	87,864.11	42.24
330	Police	Office Manager - Police	12	69,360.74	33.35	71,441.57	34.35	73,584.81	35.38	75,792.36	36.44	78,066.13	37.53	80,408.11	38.66	82,820.36	39.82	85,304.97	41.01	87,864.11	42.24
330	Public Works-Union	Foreman - Parks & Streets (12)	13	73,522.39	35.35	75,728.06	36.41	77,998.90	37.49	80,338.90	38.63	82,750.10	39.78	85,232.60	40.98	87,789.58	42.21	90,423.26	43.47	93,135.96	44.78
358	Public Works-Union	Foreman - Water/Wastewater (12)	13	73,522.39	35.35	75,728.06	36.41	77,998.90	37.49	80,338.90	38.63	82,750.10	39.78	85,232.60	40.98	87,789.58	42.21	90,423.26	43.47	93,135.96	44.78
360	Police-Union	Police Officer - was a 12 - no master patrol now	14	77,933.73	37.47	80,271.74	38.59	82,678.90	39.75	85,160.29	40.94	87,715.10	42.17	90,348.55	43.44	93,066.95	44.74	95,848.66	46.08	98,724.12	47.46
420	Administration	City Clerk - Exempt (14)	15	82,609.76	39.72	85,088.05	40.91	87,640.69	42.13	90,269.91	43.40	92,978.01	44.70	95,767.35	46.04	98,640.37	47.42	101,599.58	48.85	104,647.57	50.31
450	Community Dev	City Planner - Exempt (14)	15	82,609.76	39.72	85,088.05	40.91	87,640.69	42.13	90,269.91	43.40	92,978.01	44.70	95,767.35	46.04	98,640.37	47.42	101,599.58	48.85	104,647.57	50.31
423	Building Inspections	Chief Building Official - Exempt	15	82,609.76	39.72	85,088.05	40.91	87,640.69	42.13	90,269.91	43.40	92,978.01	44.70	95,767.35	46.04	98,640.37	47.42	101,599.58	48.85	104,647.57	50.31
435	Police-Union	Police Investigator - was a 13 - no master patrol	15	82,609.76	39.72	85,088.05	40.91	87,640.69	42.13	90,269.91	43.40	92,978.01	44.70	95,767.35	46.04	98,640.37	47.42	101,599.58	48.85	104,647.57	50.31
435	Police-Union	Police K9 Officer - was a 13 - no master patrol	15	82,609.76	39.72	85,088.05	40.91	87,640.69	42.13	90,269.91	43.40	92,978.01	44.70	95,767.35	46.04	98,640.37	47.42	101,599.58	48.85	104,647.57	50.31
470	Police-Non Union	Police Sergeant - (15)	16	87,566.34	42.10	90,193.33	43.36	92,899.13	44.66	95,686.10	46.00	98,556.69	47.38	101,513.39	48.80	104,558.79	50.27	107,695.55	51.78	110,926.42	53.33
490	Liquor	Liquor Store Manager - Exempt (16)	17	92,820.32	44.63	95,604.93	45.96	98,473.08	47.34	101,427.27	48.76	104,470.09	50.23	107,604.19	51.73	110,832.32	53.28	114,157.29	54.88	117,582.01	56.53
500	Public Works-Non Union	Superintendent - Street/Parks/Fleet - Exempt (16)	17	92,820.32	44.63	95,604.93	45.96	98,473.08	47.34	101,427.27	48.76	104,470.09	50.23	107,604.19	51.73	110,832.32	53.28	114,157.29	54.88	117,582.01	56.53
520	Public Works-Non Union	Superintendent - Water/Waster Water - Exempt (16)	17	92,820.32	44.63	95,604.93	45.96	98,473.08	47.34	101,427.27	48.76	104,470.09	50.23	107,604.19	51.73	110,832.32	53.28	114,157.29	54.88	117,582.01	56.53
527	Police-Non Union	Police Captains - Exempt - (17)	18	98,389.54	47.30	101,341.23	48.72	104,381.46	50.18	107,512.91	51.69	110,738.29	53.24	114,060.44	54.84	117,482.26	56.48	121,006.72	58.18	124,636.93	59.92
610	Community Dev	Community Development Director (19) Exempt	20	110,550.49	53.15	113,867.00	54.74	117,283.01	56.39	120,801.50	58.08	124,425.55	59.82	128,158.31	61.61	132,003.06	63.46	135,963.16	65.37	140,042.05	67.33
610	Finance	Finance Director w/HR Duties (19) Exempt	20	110,550.49	53.15	113,867.00	54.74	117,283.01	56.39	120,801.50	58.08	124,425.55	59.82	128,158.31	61.61	132,003.06	63.46	135,963.16	65.37	140,042.05	67.33
610	Engineering	City Engineer - Exempt	20	110,550.49	53.15	113,867.00	54.74	117,283.01	56.39	120,801.50	58.08	124,425.55	59.82	128,158.31	61.61	132,003.06	63.46	135,963.16	65.37	140,042.05	67.33
670	Police-Non Union	Chief of Police - Emergency Manager-Exempt (20)	21	117,183.52	56.34	120,699.02	58.03	124,319.99	59.77	128,049.58	61.56	131,891.06	63.41	135,847.81	65.31	139,923.25	67.27	144,120.94	69.29	148,444.57	71.37
760	Administration	City Administrator - Exempt (22)	23	131,667.40	63.30	135,611.42	65.20	139,665.94	67.16	143,876.52	69.17	148,192.82	71.25	15							

Financial Policies

ORGANIZATIONAL MISSION

Provide responsible governance through respect and trust while enhancing partnerships within the community and establish reasonable service expectations to meet the needs of the residents and business owners.

INTRODUCTION

Purpose: The City of Big Lake has an important responsibility to its citizens to plan the adequate funding of services desired by the public, including the provisions and maintenance of public facilities, prudent financial management and accurate accounting for public funds. The City strives to ensure that it is capable of adequately funding and providing local government services needed by the community. The City will maintain or improve its infrastructure on a systematic basis to encourage its citizens to maintain quality neighborhoods with rising property values and long-term affordable taxes and fees.

- A. **Objectives:** In order to achieve this purpose, the following objectives are established for the City's fiscal performance:
1. To protect the City Council's policy-making ability by ensuring that important policy decisions are not controlled by financial problems or emergencies.
 2. To enhance the City Council's policy-making ability by providing accurate information on the full cost of current operations, new proposals and capital requests.
 3. To assist sound management of the City government by providing accurate and timely information on the City's financial condition.
 4. To provide sound principles to guide the decisions of the City Council and City staff which have fiscal impacts.
 5. To set forth operational principles which promote long-term cost effectiveness while providing services desired by the public and minimal financial risk
 6. To employ revenue policies and forecasting tools to identify and prevent undue or unbalanced reliance on certain revenues to distribute the costs of municipal services fairly and to provide adequate funds to operate desired programs, as determined by the Council.
 7. To provide and improve essential public facilities and prevent deterioration of the City's infrastructure in order to assist in long-term cost-effective provision of City services.
 8. To protect and enhance the City's credit rating and prevent default of any municipal debt obligations.
 9. To ensure the legal use and protection of all City funds through a good system of financial and accounting controls.

10. To maintain a Risk Management Program that will minimize the impact of legal liabilities, natural disasters or other emergencies through the following activities.
 - a) Loss Awareness – Proactive teamwork and training Citywide to increase awareness and enhance safety and comply with or exceed OSHA regulations.
 - b) Loss Prevention – Prevent negative occurrences.
 - c) Loss Control – Reduce or mitigate expenses of a negative occurrence.
 - d) Loss Financing – Provide a means to finance losses.
 - e) Loss Information Management – Collect and analyze relevant data to make prudent loss prevention, loss control and loss financing decisions.
11. To record transactions in a manner which matches current revenues to current expenditures (full cost including benefits and depreciation).
12. To report year-end financial information in accordance with generally accepted accounting principles (GAAP) and in accordance with recommended best practices as promoted by the Government Finance Officers Association (GFOA).

AUDIT

External Auditor Independence Policy

PURPOSE

In accordance with the Government Accountability Office, the authority on local government audits, in all matters relating to audit work, the external audit shall be free both in fact and appearance from personal external and organizational impairments to independence.

- The City will arrange for an annual audit of all funds and account types by independent certified public accountants qualified and licensed to issue such reports.
- Annually, an annual financial report will be prepared for the City. This report shall be made available to elected officials, City management, bond-rating agencies and the general public.
- The City's external audit organization shall not be responsible for designing, developing and/or installing the City's accounting system or its operating system where this system generates information used in preparing financial statements of the City of Big Lake.
- External auditors shall not develop a performance measurement system or any other system relied upon in developing financial statements.
- City external auditors may prepare draft financial statements, schedules or perform other duties as long as they are based on management's direction and the work results in a recommendation to management.

- City management must approve decisions based on the external auditor’s recommendations.
- External auditors shall provide routine advice to the City of Big Lake and to management to assist them in activities such as establishing internal controls or implementing audit recommendations and can answer the technical questions and provide training; however, they may not direct or unduly influence management with those decisions.

Any non-audit work related to tax rulings, arbitrage, attestation, compilation, sales tax audits, counted value audits and financial report assistance proposed by the auditors, or for which the City wishes to hire them must be approved by the City Council prior to hiring them.

BUDGETARY AND FINANCIAL CONTROL

Budgetary and Financial Control Policy

PURPOSE

- A. General budgetary and financial control is to be centralized in one department whose functions shall include, but not limited to, the following:
 1. Budget compilation
 2. Budget monitoring
 3. Central purchasing
 4. Strong internal audit functions
 5. Income and expenditure projections
 6. Capital improvement financing and plan
 7. Debt management – including Conduit Debt
 8. Cash and investment management
 9. Monitoring financial data for warning signals or trends
 10. Preparation of financial summary reports for key funds at least quarterly for City Council review as well as the general public
 11. Maintain a detailed inventory listing of all material fixed assets so as to adequately ensure proper accounting and safeguard of assets.
 12. “Project Financial Analysis” to be presented as part of any proposal to the Council in connection with any new or expanded operating or capital improvement programs and other projects. The objective of the financial analysis is to provide the best possible estimate of expenditures, revenues, and staffing impacts of a proposed project. The financial analysis should be factual, informative, and concise; which should enable the Council to make intelligent and informed decisions.
 13. Payroll
 14. Human Resources – Benefits
 15. Accounts Receivable
 16. Receipts, Collections, and Customer Billing
 17. Accounts Payable
- B. The City will maintain a program for the investment of funds consistent with the City’s investment Policy.
- C. The City will strive to maintain an undesignated and unreserved General Fund Balance of 42% - 50% of the General Fund portion of expenditures for the following year. If the City has more than

the required level, such excess may be transferred to the Capital Improvement Funds for Infrastructure or Equipment/Building Replacement at year-end.

- D. The City Council delegates the authority to designate fund balance, as required for prudent fiscal management, to the City Administrator and Finance Director.
- E. The City will also review, and update the schedule of fund balances, reserves, and working capital in all other operating funds of the City and determine adequacy of those money balances, using specified guidelines and criteria in conjunction with the budgets set annually.
- F. Primary responsibility in the management of budgeted funds lies with the Department Directors. Such management includes, but is not limited to, reviewing expenditures before authorization, reviewing monthly financial reports to detect errors and assess progress, and staying within expenditure budget authorization. All costs incurred must be reasonable and necessary. Department Directors shall be responsible for contacting the Finance Director should there be any questions regarding financial management or if the issue or concern is related to internal controls. The Finance Director will monitor overall budget operating progress routinely throughout the year.
- G. Regular monthly reports will present a summary of financial activity by major type of funds as compared to budget. Department Directors will review monthly reports comparing actual revenues and expenditures to the budgeted amounts. Any negative variance in any revenue or spending category for their department as a whole projected to exceed \$50,000 by year-end will be reported in writing to the Finance Director and City Administrator.
- H. The City will not use short-term borrowing, internal or external, to balance the operating budget for any fund.
- I. The City will not sell assets or use one-time accounting principal changes to balance the budget for any fund.
- J. The City will develop two-year budgets; the previously developed budget for the following year will be fine-tuned as necessary during the next budget cycle. Each year the City will certify only the following year's budget and levy to Sherburne County.
- K. The City will provide ample time and opportunity for public input into its Budget setting deliberations each year.
- L. The City will establish and maintain the highest standard of accounting practices, in conformity with Generally Accepted Accounting Principles (GAAP) and with recommended best practices as promoted by the Government Finance Officers Association (GFOA).
- M. The City will strive to obtain the annual GFOA Certificate of Achievement for Excellence in Financial Reporting in the coming years.

Operating Budget Policy

PURPOSE

The formal budgeting process provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided, given the anticipated level of available resources.

1. The City will attempt to maintain its present service level for priority and essential services subject to available revenues. New services will be considered for funding within available resources.
2. The City will utilize a “bottom-up” resource allocation approach. Each department will have an opportunity to request personnel, goods, capital items and services needed to carry out its responsibilities in a timely manner.
3. The City enterprise operations are to be self-supporting, including capital improvement and depreciations. Enterprise operations are to be reviewed annually for self-sufficiency.
4. The City will utilize procedures that allow departments to integrate priorities and objectives into the budget requests.
5. The operating budget, authorizing expenditure of City monies, will be adopted annually by the City Council. The authority to make changes to the adopted City Budget during the year is as follows:
 - a. City Council approval is required for all budget adjustments or transfers that will increase a department’s adopted expenditure budget, or adjustments that are made to facilitate a department restructuring.
 - b. Budget adjustments and transfers among expenditures accounts may be authorized during the fiscal year by the City Administrator and the Finance Director, if there is no effect on the department’s gross expenditure budget and the adjustment is not to employee compensation.
6. The City will budget to maintain fund balances at adequate levels to ensure sufficient resources are available for current and future expenditures whether planned or unforeseen.
 - a. The City will budget to maintain an unreserved designation for cash flow for each operating fund, to support operations until current revenues are received. Based upon the semi-annual collection of local taxes, each operating fund relying on property tax related revenues should maintain cash flow designations at year-end necessary for approximately 6 months of operations.
7. The City will maintain a budgetary control system to ensure adherence to the budget and will prepare regular reports, which compare actual revenues and expenditures to budget amounts.
8. The City will coordinate development of the Capital Improvement Budget with the development of the annual operating budget. Each capital improvement project is reviewed for its impact on the operating budget in terms of revenue generation, additional personnel required and additional operating expenses. This also includes the enterprise funds.

9. The capitalization threshold for assets of the City, as defined in the Fixed Assets Policy, applies to all budgets and purchases associated with the Capital Expenditures series of accounts.

CASH/INVESTMENTS

Fire/Explosion Escrow Account

PURPOSE

The City is authorized per Minnesota Statutes, Section 65A 50 to establish an escrow account to receive a portion of insurance settlement proceeds from a claim on real property located in the City that is damaged by fire or explosion.

1. The City will only receive funds once a final settlement is reached on the loss of the real property due to a fire or explosions and within 30 days after agreement of a final settlement, the owner has not filed with the insurer evidence of a contract to repair or has not consented for direct payment from the insurer to contractor to perform repair services. The insurer must withhold the following amounts:
 - A. 25% of the actual value of the owner's real property at the time of the loss, or;
 - B. 25% of the final settlement.
2. The City will establish procedures to ensure the safekeeping of insurance settlement funds until such time as they are used for approved purpose as follows:
 - A. The Finance Director will immediately deposit the money into the established fire/explosion escrow account.
 - B. The money deposited into this account cannot be commingled with City funds.
 - C. The account may be interest bearing, and any interest earned shall be retained by the City to defray expenses incurred.
3. The City will use fire/explosion escrow funds for appropriate purposes as indicated below:
 - A. If reasonable proof is not received within 45 days after the funds have been received by the Finance Director, the City must use the funds to secure, repair, or demolish the damaged or destroyed building and clear the property in question, so that the structure and property follow City code requirements.
 - B. The City cannot proceed with cleaning up the property without court approval, which will take a hazardous building action
 - C. Any unused portion of the retained funds must be returned to the owner.
 - D. No more than 15% of the funds used by the City may be attributed to the City's administrative expenses.

Forfeited Funds Policy

PURPOSE

The City receives property and money through law enforcement seizures under Federal Law 21USCS Section 881(e) and Minnesota Statutes, Section 609.531-609.5317.169A.63.

1. The City will use proceeds from these seizures as defined in State Law and Department of Justice guidelines. Forfeited property and cash will be used:
 - A. Only for law enforcement purposes, or;
 - B. Only as a supplement to budgeted funds, or;
 - C. Not as a source to supplant ordinary operating expenses.

2. The City will establish procedures to ensure the safekeeping of forfeited property and funds until such time as they are used for approved purpose.
3. The City will use forfeited funds for appropriate Police purposes. (This list is not exhaustive, but serves to describe many appropriate uses.)
 - A. Vehicles
 - i. Forfeited automobiles may be used to supplement the police fleet, but not to replace existing budgeted vehicles.
 - ii. Unused vehicles will be stored, sold according to the City policy, and the proceeds used according to this policy.
 - B. Other Property
 - i. May be used in ongoing Police operations.
 - ii. Will be sold if no police use is imminent and cash proceeds used according to this policy.
 - C. Cash
 - i. Will be deposited and credited to the Narcotics Forfeiture Fund upon completion of all associated criminal and civil processes.
 - ii. Unbudgeted proposed purchases will be drawn from the designated Narcotics Forfeiture Fund.
 - D. Examples of appropriate use of cash
 - i. Vehicles may be rented which do not supplant vehicles normally provided through City Funds. Such vehicles are in addition to the regular fleet.
 - ii. Equipment may be purchased providing it is not part of the regular budget.
 - iii. Overtime may be paid providing it is unanticipated in the rest of the Police budget.
 - iv. Training cost in addition to those in the regular budget may be paid.
 - E. Example of Inappropriate Uses
 - i. Purchasing any item(s) with forfeited funds, which were already approved in the regular budget.
 - ii. Paying regular salaries or benefits for Drug Forfeiture funds, but permitted for DWI Forfeiture fund as part of program operation.
 - iii. Purchasing anything for other City departments unless for law enforcement purpose.
 - iv. Capital purchases previously approved for purchase with City Funds.

Investment Policy

PURPOSE

This policy has been developed to serve as a reference point for the management of City assets. It is the policy of the City to invest public funds in a manner, which provides for the following in order of importance: Safety; Liquidity; and Yield (return on investments) that conforms to all federal, state and local regulations governing the investment of public funds. All investments purchased by the City are expected to be held until maturity. The City will invest in securities that match the City's operational, short-term and longer-term core reserve needs.

SCOPE

This policy applies to all financial assets of the City. All cash and investments are pooled together to achieve economies of scale for each entity. These funds are accounted for in the Annual Comprehensive Financial Report (ACFR) and include all City Funds:

- General Fund
- Special Revenue Funds

- Capital Project Funds
- Debt Service Funds
- Enterprise Funds

PRUDENCE

Investments shall be made with judgment and care under circumstances existing at the time the investment is made. The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. The prudent person standard requires that a fiduciary exercise discretion and average intelligence in making investments that would be generally acceptable as sound. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal liability for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse situations. Those with access to and management responsibilities for City Investments must comply with investment procedures developed for the Finance Department.

OBJECTIVE

The primary objective of the City of Big Lake’s investment activities shall be:

- Safety – Safety of principal is of critical importance to the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - Credit Risk – the risk of loss due to failure of the security issuer or backer will be minimized by:
 - Limiting investments to the types of securities listed in the Authorized and Suitable Investment Section of this investment policy.
 - Pre-qualifying the financial institutions, broker/dealers, and advisors with which the City will do business in accordance with the Financial Service Providers Section.
 - Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized. Insurance or collateral may be required to ensure return of principal.
 - Interest Rate Risk – The risk that the market value of securities in the portfolio will fall due to changes in market interest rates will be minimized to:
 - Provide for liquidity by reviewing cash flow requirements and make investments to meet the shorter cash flow needs, thereby avoiding the need to sell securities in the open market prior to maturity.
 - Manage the average maturity of the overall portfolio to be consistent with the risk profile of the City not to exceed 7 years.
- Liquidity – The City’s investment portfolio will remain sufficiently liquid to enable the City to meet all operating and working cash flow requirements as reasonably anticipated. The portfolio will be structured so that the liquid component, a minimum of 15% of total investments, of the portfolio will be invested only in checking, money market savings, money market mutual funds, or local government investment pools, which offer same day liquidity for short-term funds. Additionally, since all possible cash demands cannot be anticipated, the overall portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).
- Yield/Return on Investment – The City’s investment portfolio shall be designed with the objective of attaining a market rate of return. The core of investments is limited to low-risk securities in

anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

DELEGATION OF AUTHORITY

The investment program shall be operated in conformance with federal, state, and other legal requirements. Authority to manage the City's investment program is derived from the following:

- Minnesota Statutes § 118A **DEPOSIT AND INVESTMENT OF LOCAL PUBLIC FUNDS.**

Management responsibility for the investment program is hereby delegated by the City Council to the City Finance Director or City Administrator. The City Finance Director shall:

- Monitor performance of the investment portfolio;
- Ensure funds are invested in accordance with the policy;
- Analyze, recommend, and implement operational procedures that will enhance the City's investment program; and
- Ensure that proper internal controls are developed to safeguard investment assets.

Procedures should include reference to: safekeeping, delivery versus payment, investment accounting. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the City Finance Director. The City Finance Director shall be responsible for all investment transactions and shall establish a system of controls to regulate the activities of subordinates.

ETHICS AND CONFLICTS OF INTEREST

Any City Official (elected or appointed) or staff involved in the investment process shall refrain from conducting personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment staff shall annually disclose to the City Clerk any material financial interest as required by state statute on an annual Statement of Economic Interest form. Investment staff shall subordinate their personal investment transactions to those of the City, particularly with regard to the time of purchases and sales, and shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

FINANCIAL SERVICE PROVIDERS

The City Finance Director shall maintain a list of financial institutions authorized to provide investment services. Public deposit shall be made in a qualified public depository as established by state laws.

Financial service providers who desire to offer investments must provide the City Finance Director with the following upon request:

- Audited Financial Statements
- Completed Broker/Dealer Certificate
- Certification of Having Read the City's Investment Policy
- Depository Contracts
- Credit Report
- Proof of FINRA (Financial Industry Regulatory Authority) membership
- Proof of State Registration

- Evidence of Adequate Insurance Coverage

BROKER REPRESENTATIONS

Municipalities must obtain from their brokers certain representations regarding future investments. Minnesota Statutes, Section 118A, requires municipalities to provide each broker with information regarding the municipality's investment restrictions. Before engaging in investment transactions with the City of Big Lake, the supervising officer at the securities broker/dealer shall submit a certification annually according to Minnesota Statutes, Section 118A. The document will state that the officer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the City of Big Lake. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the City's funds.

AUTHORIZED AND SUITABLE INVESTMENTS

Minnesota Statutes, Section 118A, list all permissible investments for municipalities. This list establishes the maximum investment risk permitted for Minnesota municipality. Even though the Minnesota Statutes, Section 118A provides for more instruments to be used for investing purpose, the following list of investment is based on the investment objectives as defined in Objection Section of this policy, the City will limit its investments to the following types of securities:

- **Money Market Funds** – may be held with next day withdrawal capacity to provide for daily liquidity requirements. These money markets must be AA. They may only invest in securities with a final maturity no longer than 13 months and for which the Finance Director has obtained and reviewed the fund prospectus.
- **Certificate of Deposits** – a negotiable or non-negotiable instrument issued by commercial banks and insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC).
- **Savings/Demand Deposits** – are financial institutions that are qualified as a “depository” of public funds of government entities. The City may hold balances in qualified bank deposits. Funds may be held in savings accounts at approved depository banks. If balances are greater than the FDIC limit, collateral of 110% will be held for the excess balances. Non-interest-bearing deposits will be held at a minimum. However, the interest-bearing demand deposit programs that banks provide for next day access to funds will be utilized. The City will typically hold a compensating balance in its checking account to cover monthly banking fees.
- **U.S. Treasury Obligations** – including bonds, notes, Treasury bills, or other securities which are direct obligations of the United States. Instruments sold and issued by the U.S. Government carry the full faith guarantee of the U.S. Government. These instruments provide the highest quality available to purchase and are highly liquid.
- **Municipal Securities** – are registered securities of state/county/local and other governmental agencies. Bonds of the state/county/local and other government agencies which have at the time of investment one of the three highest credit ratings of nationally recognized rating agency are allowable investments. They must have a taxing power rating of A, AA, or AAA. Tax exempt or taxable bonds qualify as long as they meet the rating standards.
- **U.S. Agency Securities (GSEs or Government Sponsored Enterprises)** – are instrumentalities, or organizations created by an act of Congress. GSE securities have the implied guarantee of the U.S. Government and are privileged to certain access to capital and support of government programs. The issues are generally considered to have the second highest credit quality in the fixed income markets and provide higher yields than U.S. Treasury obligations. The ratings on all the agencies that the City can invest are the highest available and include the following specific issuers:
 - **FHLB** – The Federal Home Loan Bank system was created by Congress in 1932 and acts as a source of funds for its nearly 8,000-member banks. FHLB does not purchase home

mortgages to the same extent as Freddie Mac and Fannie Mae, but primarily lends money to homeowners through its member financial institutions. FHLB system members include commercial banks, thrifts, credit unions, and insurance companies. Each member is a shareholder in one of the 12 regional Federal Home Loan Banks; each regional bank is an individual corporate entity, which must meet strict management and capitalization criteria befitting its GSE status. The FHLB system is regulated by the Federal Housing Finance Board (FHFB) and the Office of Finance (OF).

- **FHLMC** – The Federal Home Loan Mortgage Corporation encompasses Freddie Mac; it is a housing GSE created by Congress in 1970 to provide liquidity and stability in the home mortgage market, thereby increasing the flow of funds available to mortgage borrowers. In order to accomplish this goal, Freddie Mac does not make individual mortgage loans to consumers. Rather, Freddie Mac purchases mortgages from lenders, thereby allowing them to lend the proceeds to more borrowers. Freddie Mac is regulated by the Secretary of Housing and Urban Development (HUD) and by the Office of Federal Housing Enterprise Oversight (OFHEO).
- **FFCB** – The Federal Farm Credit Bureau is an agency of the Federal government set up to supply credit to various classes of institutions and individuals such as farmers and farm cooperatives.
- **FNMA** – Federal National Mortgage Association chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of HUD. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payments of principal and interest.

Glossary

Advance Refunding. A refinancing transaction in which new (refunding) bonds are issued to repay (refund) outstanding bonds prior to the first call date. The proceeds of the refunding bonds are deposited in an escrow account, invested in government securities, and used to pay debt service on the refunded bonds through the applicable call date.

Arbitrage. The difference between the interest paid on the tax-exempt securities and the interest earned by investing the security proceeds in higher-yielding taxable securities. IRS regulations govern arbitrage on the proceeds from issuance of municipal securities.

Capitalized Interest. A portion of the proceeds of a bond issue which is set aside to pay interest on the same bond issue for a specific period of time. Interest is commonly capitalized for the construction period of the project.

Capital Lease. A lease obligation that has met the criteria to be categorized as a capital lease as opposed to an operating lease under generally accepted accounting principles.

Competitive Sale. A sale/auction of securities by an issuer in which underwriters or syndicates of underwriters submit sealed bids to purchase the securities. Contrast to a negotiated sale.

Debt. Any obligations of the City for the payment of money pursuant to Minnesota State Statutes.

Escrow. A fund established to hold monies pledged and to be used to pay debt service on an outstanding issue.

General Obligation Bonds. Bonds issued by the City secured by the City's pledge of its full faith and credit and unlimited taxing power.

Negotiated Sale. A method of sale in which the issuer chooses one underwriter to negotiate terms pursuant to which such underwriter will purchase and market the bonds.

Net Tax Supported Outstanding Debt. Defined for this policy as outstanding principal multiplied by the percentage of the repayment supported by a tax levy less any fund balance reserved for debt service.

Private Placement. The original placement of an issue with one or more investors as opposed to being publicly offered or sold.

Refunding. A transaction in which the City refinances an outstanding issue by issuing new (refunding) bonds and using the proceeds to immediately retire the old (refunded) bonds.

Revenue Bonds. Bonds issued by the City secured by a specific revenue pledge of rates, rents, or fees.

Tax-Supported Debt. Debt that is expected to be repaid from levied taxes and possibly other sources.

Underwriter. A dealer that purchases new issues of municipal securities from the issuer and resells them to investors.

CAPITAL IMPROVEMENT

PURPOSE

1. The City will develop a multi-year plan; ideally for at least 10 years, for Capital Improvements Program (CIP). As resources are available, the most current year of the CIP will be incorporated into the current year operating budget as the Capital Improvement Budget (CIB). The CIP will be reviewed and updated annually using years 2 and on are for planning purposes only.
2. The City will identify the estimated cost and potential funding sources for each capital project proposal before it is submitted to the Council for approval and in that process will determine the most effective financing method for the proposed project. All construction projects shall include at least a ten percent (10%) contingency prior to receiving bids and at least five percent (5%) upon acceptance of the bid.
3. The City will make all capital improvements in accordance with the adopted capital improvement program, or as it is amended by the Council. Capital purchases, not otherwise funded through an approved budget, shall require City Council approval.
4. The City will coordinate development of the capital improvement budget with the development of the operating budget. Future operating costs associated with the new capital improvements will be projected and included in operating budget forecasts.

5. The City will use inter-governmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and City priorities, and whose operating and maintenance costs have been included in operating budget forecasts.
6. The City will maintain all its assets in a manner adequate to protect the City's and its citizens' capital investment and to minimize future maintenance and replacement costs. The City will provide for maintenance and replacement from current revenues where possible.
7. To be considered in the CIP a project must have an estimated cost of at least \$5,000 in one of the calendar years of the project. Projects may not be combined to meet the minimum standard unless they are dependent upon each other.
8. Capital projects and/or capital asset purchases will receive a higher priority if they meet a majority of the following criteria:
 - a. Mandatory project
 - b. Maintenance project
 - c. Improve efficiency
 - d. Provide a new service
 - e. Broad extent of usage
 - f. Length of expected useful life
 - g. Positive effect on operation and maintenance costs
 - h. Availability of county/state/federal grants
 - i. Elimination of hazards (improves public safety)
 - j. Prior commitments
 - k. Replacement due to disaster or loss
9. The CIP is to be presented by the Finance Director annually to the City Council for approval. Any substantive change to the CIP after approval must be approved by the City Council.

CAPITAL ASSETS

PURPOSE

As noted in the Budgetary and Financial Control Policy, the City will maintain a fixed asset system to identify and protect all City Assets.

The capitalization threshold for assets of the City is \$5,000. The Finance Director will be responsible for monitoring and tracking all capital asset purchases over the capitalization threshold. This threshold will also apply to leases of capital assets, including buildings, land, equipment, and subscription-based information technology arrangements where the City is a Lessor or a Lessee. This tracking will include:

- A. Recording the vendor information and date of purchase
- B. Purchase price of the asset
- C. Useful life of the asset
- D. The assignment of an identifying number for tracking purposes.

Useful lives for assets will be assigned as follows:

- | | |
|-------------------|----------|
| 1. Infrastructure | 30 years |
| 2. Buildings | 30 years |
| 3. HVAC/Heating | 20 years |

4. Playground Equipment	10 years
5. Fire Vehicles	10 years
6. Heavy Equipment	10 years
7. Police Vehicles	3 years
8. Public Works Equipment	5 years
9. Other Department Vehicles	5 years
10. Office Equipment	5 years
11. Software	3 years

To ensure adequacy of City records, Department Directors will be responsible for notifying the Finance Director of disposal of any equipment. The notification should include the following.

- a) Description of the asset disposed of
- b) Disposal date
- c) The identifying number assigned or VIN of the asset
- d) Amount of proceeds received on disposal

When selling any City property, the following steps shall be followed:

1. There will be a reasonable public notice, i.e. newspaper or social media
2. The property will be sold by public auction or sealed bid
3. If an employee buys the property they must not be directly involved in the auction or sealed response process
4. The property must go to the highest bidder
5. A minimum bid accepted can be required

DEBT MANAGEMENT

PURPOSE

One of the keys to sound financial management is the development of a debt management policy. This need is recognized by bond rating agencies and development of a debt policy is a recommended practice by the Government Finance Officers Association. A debt policy establishes the parameters for issuing debt and managing the debt portfolio. It provides guidance to the administration regarding purposes for which debt may be issued, types and amounts of permissible debt and method of sale that may be used. It helps ensure fiscal responsibility and promotes financial sustainability. The following debt management policy is intended to demonstrate a commitment to long-term financial planning. It will be used in conjunction with the Capital Improvement Plan for the City. Adherence to this policy will help assure improve or maintain the City's AA credit rating (Standard and Poor's Rating –New June 2018).

GUIDELINES FOR DEBT ISSUANCE

1. Debt financing can include general obligation bonds, revenue bonds, lease/purchase agreements, or other financing instruments allowed under Minnesota State statutes.
2. The City will prepare and update annually a five-year Capital Improvement Plan (CIP) to be approved by the City Council. The CIP will be developed with an analysis of the City's infrastructure and other capital needs, and the financial impact of the debt service required to meet the recommended financing plan.

3. The City will analyze each project (proposed for financing through debt issuance) to determine the tax impact and future operating costs associated with the project and related debt issuance costs.
4. The City Council shall appropriate all proceeds from debt issuance.
5. The City will comply with all applicable U.S. Internal Revenue Service and U.S. Treasury arbitrage requirements for bonded indebtedness in order to preserve the tax-exempt status of such bonds.
6. The City will maintain good communications with bond rating agencies regarding its financial condition. The City will follow a policy of full disclosure in every financial report and bond prospectus.
7. The City will issue long-term debt to purchase or construct capital improvements or equipment with a minimum expected life of five years, that cannot be financed from current revenues or resources. For the purpose of this policy, current resources are defined as that portion of fund balance in excess of appropriate required reserves and designations. The term of any bond issue will not exceed the useful life of the capital project/facility or equipment.
8. The City will not use long-term borrowing to finance annual operating needs except in the case of an extreme financial emergency, beyond the City's control or reasonable ability to forecast.
9. The City will plan bond issues to minimize the frequency of issuance to ensure the lowest possible costs of issuance. When determining the size of a bond issue, the City will consider the need for construction, debt service, and capitalized interest funds. The City will prepare construction fund draw schedules in conjunction with planning of the City's CIP.
10. Bonds will be amortized on a level debt schedule basis to the extent practical considering forecasted debt service and repayment sources.
11. The City's preferred method of sale of bonds is via competitive sale to underwriters; however, the City may sell bonds via a negotiated sale, private placement, or other method if deemed advantageous.
12. Bonded debt should always be investment grade in order to minimize debt service costs.

Limitations on level of debt to be issued and outstanding

Statutory Limitations:

Total net general obligation debt will not exceed the statutory limit as required by Minnesota Statute § 475.53. (As of 2015 the limit on debt is 3% of estimated market value)

Self-Imposed Debt Limits:

- Net tax-supported outstanding debt as a percentage of the total estimated market value in the City will not exceed 3.50% in any given year.
- The total debt levy will not exceed 50% of the total levy in any given year.

A four-fifths majority is required to override the self-imposed debt limits. The City could also find itself exceeding the self-imposed limits if market value declines. If the self-imposed debt limits are exceeded, the City has three years to correct the imbalance. No new debt will be issued during this time.

Types of debt issuances:

1. The City may issue general obligation debt for capital or other properly approved projects.
2. Where possible, the City will use special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.
3. The City may issue revenue bonds to fund proprietary activities such as water, sewer, storm water utilities, and the municipal liquor store or for other capital projects that generate adequate revenues from user fees to support operations and debt service requirements. The bonds will include written legal covenants which require that revenue sources are adequate to fund annual operating expenses and annual debt service requirements.
4. The City may issue tax increment bonds to fund public improvements or for economic development (private) in the downtown. All Tax Increment Financing (TIF) proposals shall include a financial impact analysis addressing the economic relationship of the proposed project to the City's estimated tax rates, service costs, and employment opportunities. If TIF General Obligation Bonds are proposed, there shall be a review and opinion by the City's fiscal agent regarding structuring the issue and the adequacy of the tax increments to retire the debt.
5. Capital leases may be used to purchase buildings, equipment, furniture and fixtures. The term of any capital lease shall not exceed the useful life of the leased asset.
6. Lease financing and master lease obligations, including lease revenue bonds, may be considered as alternative financing sources.

Refunding of Debt:

The City will refund debt when it is in the best financial interest of the City to do so.

- **Debt Service Savings** – When a refunding or advance refunding is undertaken to generate interest rate cost savings, the minimum aggregate present value savings will be 3% of the refunded bond principal amount. The present value savings will be net of all costs related to the financings.
- **Term of Refunding Issues** – The City will refund bonds within the term of the originally issued debt. However, the City may consider maturity extension, when necessary to achieve a desired outcome, provided that such extension is legally permissible. The City also may consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed project/facility should be considered in this decision.
- **Arbitrage** – The City shall take all necessary steps to optimize escrows and to avoid negative arbitrage in its refunding. Any resulting positive arbitrage will be rebated as necessary according to Federal guidelines.

Post-issuance Compliance:

It is critical that the City comply with the requirements of federal and state law that apply following the issuance of debt by the City. Tax-exempt debt obligations (debt for which the interest paid to the debt holders is excludable from their gross income for federal income taxes) result in lower interest costs to state and local governments. The tax-exempt status remains throughout the life of the debt obligation provided all applicable state and federal tax laws are satisfied at the time of issuance and throughout the

term of the obligation. The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code and most other regulations governing tax-exempt obligations. The IRS expects issuers and beneficiaries of tax-exempt debt to adopt and implement a post-compliance debt policy and procedures to safeguard against post-issuance violations that may result in the loss of the tax-exempt status of the debt.

The City will monitor all of its tax-exempt debt obligations to ensure that all tax-exempt debt obligations remain in compliance with the IRS Code and all other regulations governing tax-exempt obligations. This section applies to all tax-exempt debt obligations including bonds, notes, loans, lease purchase contracts, and other forms of tax-exempt debt. This section does not apply to conduit/private activity bonds.

The Finance Director of the City of Big Lake is designated as the City's agent who is responsible for post-issuance compliance of all tax-exempt debt obligations and is referred to in this section as the "Compliance Officer".

The Compliance Officer will assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance and create procedures for each obligation. At a minimum, these procedures will include the following:

1. General post-issuance compliance
2. Proper and timely use and accounting for bond proceeds
3. Arbitrage yield restrictions and rebate
4. Timely filings and other general requirements
5. Private activity concerns
6. Records retention
7. Additional activities that support the point above
8. Other requirements that become necessary in the future

The Compliance Officer will be assisted by other City staff and may assign responsibilities to professional consultants, such as bond counsel, financial advisors, paying agents, and rebate analysts, when appropriate.

The Compliance Officer will ensure that the procedures are updated on a regular and as-needed basis. The City will provide continuing education opportunities relating to post-issuance compliance and the Compliance Officer will update City staff on changes in post-issuance compliance.

Terms and Conditions for the issuance of Conduit Debt:

Not-for-profit agencies and other entities may request the City to issue pass-through, conduit debt. These issues are not projects of the City's, but of a separate corporation. In order to expedite assistance and avoid costs for the City, the following is required:

1. The applicant must provide to the Finance Director documentation about the entity requesting the assistance, the project, and the proposed financing method. The City also requires that the applicant assume all of the costs incurred by the City in examining the legal and fiscal aspects of the project as well as ongoing monitoring and reporting of outstanding bonds once issued. The applicant must make a deposit of one fourth of one percent (1/4%) of the proposed issuance amount with a minimum deposit of \$3,000 and a maximum deposit of \$25,000. These funds will be applied against the costs incurred by the City for staff time, its consultants, and any other expenses caused by the proposal including costs associated with non-bank qualified bonds. If the application is denied, the deposit amount in excess of these costs will be refunded to the applicant. If the application is approved, the full deposit will be retained to cover additional costs of issuance

and future monitoring. If the City's actual costs exceed the deposit amount, the applicant will be required to reimburse these additional amounts.

2. The applicant should be prepared to demonstrate how the proposed project would benefit the community.
 3. The City Administrator and Finance Director will review the proposal and determine whether the request will be presented to the City Council during a public hearing.
 4. The debt instrument must not place the City at risk in any way, financially or legally, in appearance or in fact. The Federal Government has placed the burden of weighing the balance of "public purpose versus private benefit" upon the City Council for conduit debt issues. The City Council will consider risk, the "public versus private benefit" balance, and the recommendation of its staff. Because of the subjective nature of the issues it must weigh, the Council retains the right to refuse to authorize any issue at its sole discretion and without need to give cause. The obligor must indemnify the City against all future costs including but not limited to lawsuits, findings that the issue was not tax-exempt, or penalties of any kind. The documents must clearly reflect the indemnification of the City.
 5. If the City Council approves the conduit debt application, the bond attorney for the issue must:
 - ◆ Provide to the City Council a written statement indicating that the documents have been appropriately prepared, all concerns of the City and points covered by this document have been addressed, and it is acceptable for the Council to adopt the needed resolutions. No documents will be adopted by the Council or signed by Council members or staff without the attorney's statement.
 - ◆ Prepare a contract obligating the agency requesting the debt (obligor) to repay to the City any interest margin for bank qualified bonds that the agency uses and the City later needed on debt it issues for its own purposes.
 - ◆ Assure that the Official Statement prominently displays in large, bold type that the City of Big Lake does not have any obligation to repay the debt and what the rating of the bond issue is.
 - ◆ When the issue is complete and closed, provide two copies of the transcript and amortization schedules of the issue to the Finance Director.
- The City will not be responsible for any continuing disclosure or arbitrage calculations or rebate. The documents must clearly reflect that the obligor is responsible for these matters.
 - The agency requesting the conduit debt and their advisors must arrange for the logistics of all document movement, timing, signature, publication, etc.
 - City Administration places items on the Council agenda and obtains signed documents from the Council. It is the responsibility of the requesting agency to:
 - ◆ Inquire as to when Board meetings are scheduled (and to check again as necessary because meeting dates change without notice).

- ◆ Inquire as to when documents must be delivered in order to be accepted for the agenda.
- ◆ Arrange for copies, which need to be signed and to provide the necessary envelopes and postage or other arrangements to move the documents when signed.
- ◆ The documents are signed after the meeting at a time convenient to the Mayor, typically within a week after the meeting.
- ◆ Arrange for notices requiring publication to the appropriate newspaper, pay for the publication, and obtain any signed affidavits necessary.
- ◆ Attend all necessary Council meetings to answer questions the Council may have about the issue while the documents are being considered.
- ◆ Arrange to have any other necessary documents delivered for signature by other City officials such as the City Administrator and the Finance Director and after signature have appropriate self-addressed and stamped envelopes available for return. The officials should be notified in advance, that documents are being sent for signature.
- ◆ Arrange for all IRS and Federal or State filings and or fees.
- ◆ Arrange to have all necessary professional fees paid directly to the professionals who either did the work out of bond proceeds or make other acceptable arrangement with the professionals doing the work.

Glossary

Advance Refunding. A refinancing transaction in which new (refunding) bonds are issued to repay (refund) outstanding bonds prior to the first call date. The proceeds of the refunding bonds are deposited in an escrow account, invested in government securities, and used to pay debt service on the refunded bonds through the applicable call date.

Arbitrage. The difference between the interest paid on the tax-exempt securities and the interest earned by investing the security proceeds in higher-yielding taxable securities. IRS regulations govern arbitrage on the proceeds from issuance of municipal securities.

Capitalized Interest. A portion of the proceeds of a bond issue which is set aside to pay interest on the same bond issue for a specific period of time. Interest is commonly capitalized for the construction period of the project.

Capital Lease. A lease obligation that has met the criteria to be categorized as a capital lease as opposed to an operating lease under generally accepted accounting principles.

Competitive Sale. A sale/auction of securities by an issuer in which underwriters or syndicates of underwriters submit sealed bids to purchase the securities. Contrast to a negotiated sale.

Debt. Any obligations of the City for the payment of money pursuant to Minnesota State Statutes.

Escrow. A fund established to hold monies pledged and to be used to pay debt service on an outstanding issue.

General Obligation Bonds. Bonds issued by the City secured by the City's pledge of its full faith and credit and unlimited taxing power.

Negotiated Sale. A method of sale in which the issuer chooses one underwriter to negotiate terms pursuant to which such underwriter will purchase and market the bonds.

Net Tax Supported Outstanding Debt. Defined for this policy as outstanding principal multiplied by the percentage of the repayment supported by a tax levy less any fund balance reserved for debt service.

Private Placement. The original placement of an issue with one or more investors as opposed to being publicly offered or sold.

Refunding. A transaction in which the City refinances an outstanding issue by issuing new (refunding) bonds and using the proceeds to immediately retire the old (refunded) bonds.

Revenue Bonds. Bonds issued by the City secured by a specific revenue pledge of rates, rents, or fees.

Tax-Supported Debt. Debt that is expected to be repaid from levied taxes and possibly other sources.

Underwriter. A dealer that purchases new issues of municipal securities from the issuer and resells them to investors.

DONATION OF SURPLUS PROPERTY

PURPOSE

The purpose of this Policy is to establish procedures for the donation of Surplus Equipment by the City to a Nonprofit Organization as required by Minnesota Statue § 471.3459 (2016). In addition this policy will give guidance to disposal of surplus property if not donated.

SCOPE

This policy applies to all City departments that generate Surplus Equipment and governs the actions of all City employees and officials.

DEFINITIONS

"City" means the City of Big Lake, Minnesota.

"City Council" means the governing body of the City.

"Donation" means to contribute, donate or give Surplus Equipment at no cost to a Nonprofit Organization that serves a public purpose and benefits its community as a whole.

"Eligible Organization" means a Nonprofit Organization serving one or more of the following functions: cultural, historical, educational, safety, social services, environmental or economic.

“Fair Market Value” means the price at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of all relevant facts.

“Nonprofit Organization” means an organization formed under Section 501(c)(3) of the Internal Revenue Code.

“Policy” means this Policy adopted by the City Council.

“Surplus Equipment” means equipment used by the any City department, and cellular phones and emergency medical and firefighting equipment that is no longer needed by the City because it does not meet industry standards for emergency medical services, police, or fire departments or has minimal or no resale value.

“Surplus Equipment Form” means the form attached as Exhibit I to this Policy that must be filled out by a Nonprofit Organization requesting a Donation of Surplus Equipment.

PROCEDURE

The City shall determine all Surplus Equipment and may offer it for Donation or sale in conformance with the following guidelines:

1. Identify Surplus Equipment. Department supervisors are responsible for monitoring their equipment and shall identify and report all Surplus Equipment to the City Finance Director on at least an annual basis.
2. Determine the Fair Market Value of Surplus Equipment. The City Finance Director shall work with City staff to determine the Fair Market Value of the Surplus Equipment.
3. City Council Declaration. The City Finance Director will forward a list of the Surplus Equipment with each item’s Fair Market Value to the City Council who shall approve or deny the Surplus Equipment as eligible for Donation. The City has no obligation to donate Surplus Equipment. Surplus Equipment that is not donated may be sold, recycled or discarded in the discretion of the City Administrator.
4. Donation. After the City Council has determined the Surplus Equipment is eligible for Donation, the City Finance Director is responsible for coordinating the Donation of the Surplus Equipment in accordance with the terms of this Policy.
5. Transfer between Departments. All Surplus Equipment must first be considered for transfer between departments for the benefit of the City.
6. Advertisement. Surplus Equipment shall be posted as eligible for Donation on the City’s website. The City may also use other reasonable means to notify Eligible Organizations about the availability of Surplus Equipment. The City shall wait at least 30 days after advertising Surplus Equipment before approving any Donation.
7. Surplus Equipment Form. Eligible Organizations interested in Surplus Equipment shall fill out a Surplus Equipment Form and submit the form to the City Finance Director.

8. Approval of Donation. If the Surplus Equipment has a Fair Market Value less than \$500, the City Department Director shall approve the Donation to an Eligible Organization, subject to review by the City Council. If the Surplus Equipment has a Fair Market Value greater than \$500, the City Council must approve the donation by a majority vote of the City Council.
9. Prioritization of Donations. If more than one Eligible Organizations requests a Donation for the same Surplus Equipment, the City shall consider factors it deems relevant including how the Surplus Equipment will be used, the benefit to the Eligible Organization, the impact on the City, how the Donation will accomplish goals of the City Council, and any previous Donation to the Eligible Organization.
10. Conflict of Interest. All City employees and officials are prohibited from taking possession of any Surplus Equipment on behalf of an Eligible Organization.
11. As Is. A Donation of Surplus Equipment is made “as is” with no warranty, guarantee or representation of any kind, express or implied, as to the condition, utility, or usability of the Surplus Equipment offered. The Surplus Equipment may be defective and cannot be relied up for safety purposes.
12. Title. The City Finance Director or Police Chief, if police department equipment, shall cause any title or other ownership documents to be transferred to the Eligible Organization at the time of transfer. Any fees required to transfer the Surplus Equipment are the responsibility of the Eligible Organization.
13. Transportation. In the Surplus Equipment Form, the Eligible Organization must provide a detailed plan for transporting the Surplus Equipment from the City to the Eligible Organization. The Eligible Organization must pay all expenses associated with the transportation of the Surplus Equipment.
14. Sale or Disposal of Surplus. Regardless of value, all surplus supplies, materials, and equipment must be sold using an electronic selling process where purchasers compete for the highest price in an open and interactive environment. Publication must be for at least one week and can be either on City website, City newspaper or other electronic means such as a City eBay account. The City will not sell directly to any staff, the only allowed exception is if the sale is made by sealed bids or through an auction and the employee is not involved in the process. When disposing surplus property, annually a list of items to be disposed or sold will be given to the City Finance Director to be submitted to Council for approval of disposal.
15. Delegation. The City Administrator may delegate specific responsibilities for implementing this Policy.
16. Documentation. The City Finance Director shall document the Donation, Disposal or Sale of all Surplus Equipment and shall keep such records in accordance with the City’s Records Retention Schedule.
17. Review of Policy. The City Finance Director is responsible for maintaining and reviewing this Policy. Any changes to this Policy must be approved by the City Council.

FUND BALANCE YEAR-END CLASSIFICATION

(PER GASB 54)

PURPOSE

The Government Finance Officers Association's (GFOA's) guiding principle for classifying the various components of fund balance is to indicate the extent to which the government is bound to honor constraints on the specific purpose for which amounts in the fund can be spent.

Following governmental accounting standards, the City has three basic categories: governmental funds, proprietary funds and fiduciary funds. This fund balance classification policy applies only to the governmental categories.

GOVERNMENTAL FUNDS

In 2009, the Governmental Accounting Standards Board (GASB) issued a new standard, GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This new standard has altered the categories and terminology used to describe the components of fund balance in the governmental funds (but it does not apply to proprietary or fiduciary funds).

The City's governmental funds include the following funds types:

- ◆ General Fund
- ◆ Special Revenue Funds
- ◆ Debt Service Funds
- ◆ Capital Project Funds

Definitions (as they apply to Governmental Funds under GASB 54):

- ◆ **Fund Balance** – the difference between assets and liabilities reported in a governmental fund.
- ◆ **Nonspendable Fund Balance** – amounts that are not in a spendable form (e.g., prepaid items and inventories of supplies). Resources that must be maintained intact pursuant to legal or contractual requirements are also considered nonspendable.
- ◆ **Restricted Fund Balance** – amounts subject to externally enforceable legal restrictions (creditors, grantors, contributors, and by law through constitutional provisions or enabling regulations).
- ◆ **Unrestricted Fund Balance** – the total of committed fund balance, assigned fund balance, and unassigned fund balance, as described below.
 - **Committed Fund Balance** – amounts that can be used only for the specific purpose determined by a formal action of the government's highest level of decision-making authority (City Council). Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the constraint originally. The City Council must act on these commitments before year-end.
 - **Assigned Fund Balance** – amounts a government intends to use for a specific purpose; intent can be expressed by the government body or by an official or body to which the governing body delegates the authority.
 - **Unassigned Fund Balance** – amounts that are available for any purpose; these amounts are reported only in the general fund.

1. **General Fund**

The General Fund is established to account for all revenues and expenditures which are not required to be accounted for in other funds. Revenue sources included property taxes, license and permit fees, fines and forfeits, program revenues, intergovernmental revenues, investment interest earnings, and transfers. The General Fund's resources finance a wide range of functions including the operations of general governmental, public safety, and public works.

The General Fund may have committed fund balances at year end for purchase order encumbrances and budget carryovers. The General Fund may have a portion of its fund balance classified as nonspendable if there are long term receivables, inventories, or prepaid items on the balance sheet.

The General Fund is the only fund that can have any unassigned fund balance. The working capital balance of the general fund will fall into the unassigned fund balance classification.

2. **Special Revenue Funds**

Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. Governmental accounting standards require that substantial inflows of revenues into a special revenue fund be either restricted or committed in order for the fund to be considered a special revenue fund.

- **Economic Development Authority** - the Big Lake Economic Development Authority (EDA) is a legal entity separate from the City. Although legally separate, the Big Lake EDA is reported as if it were part of the primary government because the component unit's total debt outstanding is expected to be repaid almost entirely with resources of the primary government.
- **Narcotic Forfeiture** - this is considered restricted based on federal and/or state statute.
- **DWI Forfeiture** – this is considered restricted based on federal and/or state statute.
- **Traffic Safety Program** – this is considered restricted based on federal and/or state statute.
- **Farmers Market** – this is considered committed per City Council
- **Veterans Memorial** – this is considered committed per City Council
- **Music in the Park** – this is considered committed per City Council

3. **Debt Service Funds**

Debt service fund balances are considered restricted; they are resources that are being accumulated for payments of principal and interest maturing in current and future years. All of the City of Big Lake debt service funds are considered restricted.

4. **Capital Project Funds**

Capital project fund balances are considered restricted or committed; they are resources that are being accumulated for current and future projects. Capital project funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. In Big Lake, capital project funds are split into three categories:

- **Capital Projects** – this category has balances that are considered both restricted and committed/assigned. The TIF districts are restricted through enabling legislation. The Neighborhood Stabilization Program is restricted through grant documents. The Park

Development is restricted through state statute. Industrial Park Land purchase is assigned by the City Council. The Local Development Escrow is considered assigned.

- **Improvement Construction** – this category is considered assigned by the City Council. The category includes the Capital Project/Street Improvement Fund and the Infrastructure Improvement Fund.
- **Equipment/Building Replacement** – this category is considered assigned by the City Council.

5. **Order of Fund Balance Spend-down**

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed. When unrestricted resources are available for use, it is the City's policy to use resources in the following order: (1) committed, (2) assigned, and (3) unassigned.

6. **Carryovers and Encumbrances**

For each year end, the City Council approves purchase order encumbrances and/over budget carryovers; both will be considered committed fund balances upon approval by the City Council.

LEASE ACCOUNTING POLICY

PURPOSE

To set the policies and procedures needed to gain control and efficiencies in the lease process to ensure the City of Big Lake properly and accurately accounts for leases in the City's financial statement beginning with the fiscal year ending December 31 2022, following GASB Statement 87.

Below are the policies that the City has put into place regarding the handling of leases. These policies are subject to change:

1. **Capitalization Threshold:** The City of Big Lake will capitalize any leases that have a present value of \$5,000 or more at the commencement date of the lease or the implementation date of this GASB statement. This threshold will apply to leases of capital assets, including buildings, land, and equipment where City is a Lessor or a Lessee.
2. **Discount Rate:** Unless otherwise noted in the lease agreement, the discount rate used to calculate the present value of the lease payments should be the City's incremental borrowing rate at the commencement of the lease or the implementation date of this GASB statement.
3. **Compiling Lease Agreements:**
 - a. Department Responsibility: City departments that maintain the information on the various leases should forward all lease agreements for their department to the City Finance Director
 - b. Finance Responsibility: The City Finance Director or designee should maintain a listing of the lease agreements received from departments for use in the lease reviews.
4. **Lease Reviews:** The City Finance Director will review the lease agreements and contracts to determine if they qualify as a lease under GASB Statement No. 87. *

5. **Lease Entries for Annual Financial Report (AFR):** The City Finance Director will review the details of each lease to determine and make the appropriate lease entries in the City's AFR. The entries will be completed at the end of each fiscal year. *

PUBLIC PURPOSE EXPENDITURE

PURPOSE

The City Council recognizes that public funds may only be spent if the expenditure meets a public purpose and the expenditure relates to the governmental purpose for which the City was created.

The meaning of "public purpose" is constantly evolving. The Minnesota Supreme Court has followed a broad approach and has generally concluded that "public purpose" means an activity that meets ALL of the following standards:

1. The activity will primarily benefit the community as a body.
2. The activity is directly related to functions of government
3. The activity does not have as its primary objective the benefit of a private interest whether profit or not-for profit.

This policy is intended to provide guidelines regardless which expenditures are for public purposes and authorized in accordance with the City's annual budget process, and which expenditures are not considered to fall within the public purpose definition and are therefore not allowed. There is a public benefit in ensuring high employee productivity and morale.

RESPONSIBILITY

The City Administrator is the responsible authority overseeing all City expenditures and as such is the chief purchasing agent for the City. Responsibility for administering this Public Purpose Expenditure Policy has been delegated to the Finance Director. Further, all officers and employees authorized by their department to make purchases for the benefit of their respective departments are responsible for complying with this policy and corresponding procedures.

POLICY

Expenditures of public funds must comply with the public purpose standards defined above. When reviewing an expenditure to verify the standards have been met, the City Administrator, or his/her designee, should consider the time of day the event is held, the business purpose of the event, whether the event was intended to attract non-City employees, the frequency of the event, and the reasonableness of the cost. The following guidelines address specific examples of public expenditures, but examples are not meant to be all-inclusive.

Examples of Permitted Expenditures for Meals and Refreshments

Use of City funds in reasonable amounts for meals and/or refreshments for elected/appointed City officials and employees are permitted in the following circumstances.

- Meals and Refreshments are allowed at the following events:
 - A City business meeting in which the character of the meeting would involve predominately non-City employees
 - Breakfast/lunch/dinner meeting for official City business when it is the only practical time to meet. Only expenses incurred by the City employee(s) may be

reimbursed. The City Administrator may allow exceptions when deemed in the interest of the City.

- Non-routine, official meetings of the City Council, Committees or subgroups (i.e. Annual Committee Meeting, Council recognition at the end of a term, etc.)
- Conference, workshop, seminar or meetings which the City Administrator or department head has authorized the employee to attend.
- Department-sponsored meetings, conferences or workshops where the majority of invited participants are not City employees.
- Meetings consisting primarily of City employees when the refreshment and/or meals are an integral part of the event and are necessary to sustain the flow of the meeting and to retain the captive audience, and if the meeting is one of the following:
 - An annual staff meeting for all employees
 - A non-routine management team or organizational meeting
- Official meetings of the City Council, council committees, advisory boards/commissions, and task forces, when they are of a non-routine basis or when special events are held (i.e. as retirements or recognition).
- During performance of election related duties on Election Day.
- During Emergency Situations as required.

Examples of Other Permitted Expenditures

- Recognition Events/Purchases (Minnesota Statutes 412.221 and 15.46)
 - Purchases for recognition at special one-time or once-per-year events when provided at modest level with prior City Administrator approval (i.e. recognition plaques, awards, etc.)
 - Employee Recognition Program for years of Services for regular and permanent part-time employees who work 20 or more hours a week year around, as well as the Volunteer Fire Department employees for the City of Big Lake.
 - City employees completing 5,10,15,20,25,30 and 35 years of service may receive a service award not to exceed \$90 in value.
 - Monthly Community Member Volunteer Recognition; the community member is recognized with a plaque at a monthly council meeting.
- Employee Wellness Program; the City Council recognizes the importance of employee fitness and health as it relates to the overall work and life satisfaction of the employee and the overall impact on the City's health insurance program. As Such, the City Council supports an Employee Wellness Program, which has been designed to educate employees on fitness/health issues.
 - The cost of an Employee Wellness Program will be included in the City of Big Lake Annual Budget. This item will be approved annually by the City Council as part of the overall budget approval process which includes a public hearing on the proposed budget.
- Special Events
 - Such as National Night out, Department Open Houses and other events that involve or invite participation by the general public.

- Expenditures for meals and participation fees are allowed, and representative staff members may participate in the events that directly benefit the marketing of the City. Such expenditures are Public Relations expenditures pursuant to Minnesota Statute 469.101, subd. 16, and Minnesota Statute 438.11.
- Employee Training
 - Is allowed for reasonable registration, tuition, meals and travel expenses for conferences, seminars, workshops, tuition and approved City employment related course work in accordance with the City of Big Lake personnel policies.
- Memberships and Dues
 - Participation in the local Chamber of Commerce is allowed per Minnesota Statute 469.191 “permits a home rule or statutory City to appropriate no more than \$50,000 annually out of the general fund to any incorporated development society or organization of the state for promoting, advertising, improving or developing the economic and agricultural resources of the City”.
 - Cost of membership/dues in professional organizations and City social and community organizations when the purpose is to promote, advertise, improve or develop the City’s resources and relationships and not personal interest or gain.
- Clothing and other sundry items
 - Employees may receive t-shirts and other sundry items of nominal value when these items are made available to the general public or if these items are determined by the City Administrator to be important to the successful involvement of employees in special City-sponsored or City supported events (National Night Out, etc.). Employees may be supplied with uniforms, clothing, boots and other gear necessary for the performance of their job.

Prohibited Expenditures

Use of City funds for meals and/or refreshments or other items for elected and/or appointed City officials and employees are prohibited:

1. Alcoholic beverages
2. Employee functions or celebrations that are solely social in nature (e.g. birthdays, holiday luncheon, ice cream social).
3. Fundraisers for non-City related events
4. Participation in optional activities unless included as part of an overall conference registration fee (e.g. optional golf rounds, sporting events, concerts).
5. Employee-sponsored fundraising events (e.g., charitable giving campaign).
6. For funeral flower arrangements upon death of an employee, elected official, or one of their immediate family members.

Documentation

All expenses allowed above must be fully documented. The expected documentation will include date and time of the event, business reason for the event (agenda from a meeting is sufficient), staff and non-City representatives in attendance, and a receipt for the actual purchase. Failure to provide sufficient documentation may result in a denial of the expense.

Any expenditure for meals or refreshment that exceeds \$250 for one event must have prior, written authorization by the Department Director, before the purchase is made. Any expenditure for meals or refreshments that exceed \$500 for one event must have prior, written authorization by the City Administrator, before the purchase is made. Failure to obtain the necessary authorization may result in denial of the claim.

Special Requests

From time to time, there may be an event that is a proper public expenditure, but that is not contemplated by the policy above. Department Directors may submit to the City Administrator or the City's Administrator's designee, a request for such a public expenditure in writing. This request must show how the expenditure is related to a public purpose as stated in the Purpose section above. Only expenditures that meet all of the findings in the Purpose section above may be approved.

PURCHASING

PURPOSE

To establish a consistent City-wide policy for the acquisition of goods, services, repairs, construction, joint power agreements, and in-kind agreements for all Departments, Boards, Commissions and Agencies of the City, except Boards or Agencies which are required to follow their own statutory or regulatory provision, in a manner that follows the Big Lake City codes and applicable State and Federal laws governing municipal contracting and the expenditure of public funds.

To establish a consistent City-wide policy for contracts to protect the City from liability and ensure that contractors perform their duties properly. Well-drafted contracts are essential to protecting the City and enforcing its rights. The absence of a contract or an unenforceable contract could easily result in costly litigation and embarrassment for the City.

POLICY

To ensure that the goods and services required by the City are obtained using established procedures that comply with all legal requirements for public purpose expenditures while promoting fair and open competition to ensure public confidence in the procurement process, ensure fair and equitable treatment of vendors who transact business with the City, and provide safeguards for the maintenance of a procurement system of quality and integrity.

RESPONSIBILITY

The City Administrator is the chief purchasing agent for the City. Responsibility for administering established Purchasing Policies and Procedures has been delegated to the Finance Director.

The following Purchasing procedures have been established:

- The City will purchase supplies, equipment and services best suited to the specific needs of the City in as economical a means as possible
 - a. The City will purchase EnergyStar certified equipment and appliances if possible
 - b. The City will purchase paper containing at least 30% post-consumer recycled content if possible
- The City will promote fair competition among bidders and will comply with all statutes and regulations of the City, State, and Federal government that may pertain to the purchase of supplies, equipment, and services by a municipal entity.
- Standards for purchasing:
 - a. **\$0 - \$1,000**

- i. City Department Directors will be allowed to make purchases of less than \$1,000 without additional staff approval.
 - ii. These items can be purchased on the open market without obtaining price quotes.
 - iii. Employees should make a reasonable effort to obtain supplies as inexpensively as possible.
- b. **\$1,001 - \$25,000**
 - i. When possible, price quotes should be obtained from various vendors.
 - ii. Reasonable effort should be made to secure price quotes from local vendors when available.
 - iii. Purchases of specialized items not usually stocked by vendors, or for services not obtained frequently, do not require price quotes.
 - iv. Additional staff approval is not required if the items was included in the budget.
 - v. Quotes shall be retained for 1 year after receipt.
- c. **\$25,001 - \$175,000 (New law as of 8/1/18, prior amount \$100,000)**
 - i. Sealed bids or quotes must be obtained, with at least two quotations whenever possible.
 - ii. The Department Director shall make a recommendation for purchase to the City Council for their action.
- d. **\$175,000 +**
 - i. All purchases over \$175,000 require the formal preparation of specifications, with bids solicited by public notice in the City's official newspaper.
 - ii. Bids must be publicly opened, and approved by City Council.
 - iii. Statue requires all contracts to be awarded to the lowest responsible bidder, unless there is reasonable justification for approval of a higher bid, as determined by City Council.
 - iv. Specifications cannot be written to exclude a specific type of equipment or supplies.

On all purchases that require obtaining bids or quotes, the "State Bids" obtained through the State's cooperative purchasing program are considered to have met this requirement.

- For purchases not requiring the bidding process, whenever it is reasonably possible the purchase will be made from local vendors. The City Council will routinely consider the local vendor's quote when it does not exceed the lowest non-local vendor quote by more than 5%.

Professional Services

Contracting for professional services, such as those provided by engineers, lawyers, architects, accountants, and other services requiring technical scientific, or other professional training, when competitive bidding is not required, shall be the primary responsibility of the Department, but with the Purchasing oversight and compliance with established contract procedures. All contracts will be approved by the City Council. Cities are not required to follow the competitive bidding process for professional services provided by doctors, engineers, lawyers, architects, accountants and other services requiring technical, scientific, or professional training, the City can request an RFP (Request for Proposal), When requesting an RFP, the City will request at least three whenever possible.

Non-Monetary Contracts

Contracts with no monetary requirements including joint powers and in-kind agreements must be approved by the City Council and signed by the Mayor.

Emergency Purchases

Minnesota Statue 12.37 gives the City the ability to declare an emergency situation for a limited period of time. During such emergency, the City is not required to use the typically mandated procedures for purchasing and contracts.

Emergency purchases require approval by the City Administrator, Finance Director and when necessary because of the dollar amount, formal City Council action. An emergency purchase is defined as one where an immediate response is required to protect the health, welfare or safety of the public or public property.

Conflicts of Interest

Minnesota State Statues 471.87 and 471.88 prohibit the purchase of goods and services wherever a conflict of interest may exist.

City of Big Lake Personnel Policy requires City employees to remove themselves from situations in which they would have to act or decide where the action or decision could be perceived or actual conflict of interest or could result in a personal benefit for himself or herself or a family member. Any officer or employee having an interest in any proposed legislative action of the council and who gives an opinion or recommendation to the council, shall disclose on the record of the council the nature and extent of such interest.

No purchase orders, contracts or service agreements shall be given to an employee of the City or to a partnership or corporation of which an employee is a major stockholder or principal. No employee shall enter into the relationship with a vendor where the employee's actions are, or could reasonably be views as, not in the best interest of the City. If any employee becomes involved in a possible conflict situation, the employee shall disclose the nature of the possible conflict to his or her supervisor and to the City Administrator. The City Administrator will promptly notify the individual in writing of an approval or disapproval of the activity. If disapproved, the employee shall remove himself or herself from the conflict situation.

Gifts and Gratuities

No member of the council, official or employee may accept any gift or gratuity in any size under circumstances in which it could be reasonably thought to influence him or her in the performance of his or her official duties or appears to be a reward for any official action of his or her part. Employees responsible for making purchasing decisions for the City may not accept, directly or indirectly, any gifts, favors, privileges, or employment from current or prospective City vendors.

Compliance

No agent or employee shall the authority to bind the City to any contract or procurement. Any procurement transaction made on behalf of the City which is not in compliance with established policies and procedures shall be deemed unauthorized. Any person making an unauthorized purchase may be liable for payment, restitution and/or further disciplinary action. Any obligation incurred by any City employee

for any purpose not authorized in the budget or for any amount in excess of the amount authorized is considered a personal obligation of the person incurring the expenditure.

Cash Disbursements

PURPOSE

The goal of the City is to safeguard the assets of the City and to ensure an appropriate level of fiduciary responsibility.

Policies for cash disbursements:

- All invoices must be approved and coded by the appropriate Department Director and submitted to the Finance Director for payment. All claims will be paid by 35 days as required by statutes.
- The Accounting Technician is responsible for the creation of checks from the payment batches and mailing out checks. In the absence of the Accounting Technician, the Payroll Accounting Clerk or Finance Director may code and record payments. Checks are processed weekly on Wednesday and mailed out on Friday.
- The Payroll Accounting Clerk verifies each check disbursement run and records the check numbers and total dollar amount of cash disbursement used in the daily subsidiary check register.
- The Mayor and City Administrator are authorized check signers for the City.
- The Payroll Accounting Clerk is responsible for the creation of electronic checks and entering them into the accounting system to record electronic payment activity for the City, as approved by the Finance Director
- All claims are reviewed and approved by City Council.
- The Finance Director is responsible for reconciling accounts payable at year-end.
- Monthly, the Finance Director is responsible to review expenditures to verify coding was correct. The Payroll Accounting Clerk will make the necessary adjustments as needed, which the Finance Director approves.
- At least quarterly, the Finance Department prepares a financial report that is presented to Council. The report shows year-to-date actual versus budget comparisons, for both revenues and expenditures/expenses, for the General Fund and all Proprietary Funds. The report also provides a summary of investments held by the City.
- Claims will be paid by either check, credit card or electronic funds transfers. Electronic funds transfers may be used for the following:
 - For a claim for a payment payroll wages and taxes
 - For investment of excess money
 - For payment of tax or aid anticipation certificates
 - For a payment of contributions to pension or retirement funds
 - For vendor payments

Escrow Deposits:

- Escrow deposits are original posted through the point of sale via the permit or invoice, based on the development agreement. The original deposit is then record in a subsidiary ledger by the Payroll Accounting Clerk to maintain.
- Pass through consultant fees are expensed to the correct escrow account and recorded in the ledger by the Payroll Accounting Clerk
- Monthly statement and/or invoice for the amounts due are generated by the Payroll Accounting Clerk and then mailed to each development escrow holder for notification.
- When releasing part or all of the Letter of Credit or Escrow Cash security deposit for site improvements, the City Engineer and Finance Director must approve the release. The City Engineer must determine that the project requirements have been satisfied.
- When releasing land use or seed/sod escrows, the appropriate department (planning, building and engineering) must approve that all requirements have been meet before funds will be released.
- Funds are only released to those parties that originally initiated the permit or entered into the development agreement, unless written documentation is received from the original party with instructions as to who to release the funds to.
- Escrow Security Deposits for Development Agreements will be in the form of a Letter or Credit from a reputable approved bank.

Credit Card Policy**PURPOSE**

The City of Big Lake may provide credit cards to employees who frequently travel on City business or otherwise show a business reason for usage of a credit card. Credit cards will not be provided to City employees merely for the personal convenience of the employee. This policy addresses how to obtain a City credit card, procedures to pay credit card bills, and staff usage of City credit cards in the conduct of City business.

Obtaining a City credit card:

A staff member who wishes to obtain a City credit card to use in the conduct of City business shall submit a request to his or her supervisor. The request shall include reasons why the employee wishes to obtain the credit card. All requests must be recommended for approval by the City Administrator, including a recommendation for a credit limit. The City Administrator will forward approved requests to the Finance Director for processing. The approval will include a specific dollar limit.

City credit cards will generally be issued when the following criteria are met:

- The staff member travels frequently on City business; and/or
- The staff member has primary responsibility for purchasing equipment and supplies for his or her department.

Procedure and responsibilities:

- When possible and where convenience is not a primary concern, vendor acceptance of a purchase order or check and/or invoicing the City is preferred over using a City credit card. When the credit card is used, the vendor should be informed that the City is not subject to the state or local government sales tax.
- Dependent on individual needs, each staff's credit card shall be subject to dollar limits. Requests for increases in the limit should be submitted to the City Administrator for approval and then to Finance for processing.
- To prevent misuse and unnecessary finance charges, each cardholder is responsible for:
 - reviewing their individual statement for unauthorized usage;
 - providing substantiation for each charge;
 - routing the statement with all original documentation attached to the Finance Department within 5 working days of statement receipt (the turnaround time for credit card payments is short and subject to finance charges on the total balance due); and
 - Where applicable, obtaining the appropriate approvals from those with budget authority.
- Each charge must be evidenced by an original externally generated and itemized receipt or itemized substantiation for an online transaction.
- The cardholder will be responsible for any charges that an external generated and itemized receipt is not attached.
- A credit card purchase must comply with all statutes, rules and City policies. If credits are due, it is the cardholder's responsibility to ensure that they are received. (To avoid finance charges, the full amount of the monthly credit card bill must be paid regardless of credits in process.)
- The cardholder should sign and approve the overall monthly statement that shall constitute his/her approval of each individual charge. The cardholder should indicate the appropriate budget category to which each charge should be coded. When charges relate to more than one person, the purpose of charges and names of attendees should be noted on the statement.
- Use of the City credit card for personal purchases is prohibited.
- No employee is allowed to use a City credit card without obtaining prior permission from the cardholder. When granted, it is the card user's responsibility to submit documentation to the cardholder. Ultimately it is the cardholder's responsibility to obtain documentation for all charges.
- Under no circumstances may cards be used by non-City employees.
- No cash advances are permitted using City credit cards.
- It is the cardholder's responsibility to safeguard the credit card and protect it from theft and unauthorized use. This includes:
 - immediately reporting lost cards or unauthorized use to the credit card company as well as to the Finance Department;
 - promptly destroying expired credit cards;
 - keeping the credit card in a secure location;

- taking appropriate precautions when using the credit card to make purchases on the Internet and
 - turning in the credit card to the Finance Director upon termination, resignation or termination.
- Improper use of the City's credit card may result in disciplinary action, and cardholders may be held personally responsible for unapproved purchases.
- All credit card purchases are subject to external audit, and brief descriptions of each charge are noted on the accounts payable approval list submitted to the City Council after each check run.
- The City reserves the right to cancel an individual's credit card for any reason.

REVENUE AND UTILITY COLLECTION

Revenue Policy

- The City will endeavor to maintain a diversified and stable revenue system to shelter it from annual fluctuations in any one revenue source.
- The City will conservatively estimate and budget for its annual revenues by an objective, analytical process. All existing and potential revenue sources will be re-examined annually.
- The City will maintain sound appraisal procedures to keep taxable property values current and a physical review of each parcel will be made at least every five years in accordance with Minnesota Statute 273.08.
- The City will seek a balance tax base through support of a sound mix of residential, commercial, and industrial development.
- The City will follow an aggressive policy of collecting revenues including assessing charges against the property for collection in the manner of a tax or assessment.
- The City will allocate Citywide revenues to funds, which provide services to the entire City.
- The City will attempt to invest all cash holdings in accordance with the cash and investment policy and maximize those holdings with an effective payment policy.
- The City will establish all user charges and fees for General Fund program activities at a level related to the full cost of providing the services, or as adjusted for particular program goals. On-going, the City will review the full cost of activities supported by user fees to identify the impact of inflation and other cost increase and will review these fees along with the resulting net property tax costs with the City Council at budget time. Sensitivity to market rates will also be considered in setting fees and charges.
- The City will set fees and user charges for each enterprise fund such as water, wastewater, storm water or revenue facilities, (Municipal liquor store) at a level that fully supports the total direct and indirect cost of the activity, including depreciation of capital assets and debt service, to maintain a positive cash flow and provide adequate working capital. Replacement (or bonding for replacement) of enterprise infrastructure will be paid for from accumulated (or annual) earnings of the particular system.

- The City will conduct a public hearing, as required by law, prior to setting fees or charges.
- The City Administrator or designee may reduce the escrow amount collected per the fee schedule on a case by case scenario up to \$1,500. Any amount over \$1,500 will need to be approved by the City Council.

Utility Collection Policy

The City of Big Lake uses the right to disconnect water services to properties for non-payment of the utility bill under this policy. For all properties that have been disconnected and payment has not been received by November of each year, the balance owed, as well as any old outstanding final balances, will be certified to Sherburne County as a special assessment. The collection action will be accomplished by certification of the charges against the property for collection in the manner of a tax or assessment. Additional fees will be added to delinquent charges certified to Sherburne County for collections as follows:

- Per parcel charge - \$20.00
- Annual interest rate – 6%
- Term – one year

All rates and rents for water consumption shall be charged directly to owner and/or tenant and due within thirty (30) days after period of consumption. Bills should be paid promptly when due, in the case bills are not paid when due, a penalty as identified on the City Fee Schedule will be added to the bill.

If rates or rents are not paid within thirty (30) days after they become due, the City may order the water shut off; and it shall not be turned on again until the bills, together with a fee as set in the fee schedule for the cost of turning off the service, and an additional fee is paid to turn on the water.

No water will be shut off from October 15 until the following April 15 if part of the premise’s primary heat source except in compliance with the Cold Weather Rule, Minnesota Statue 216B.097.

The City Administrator or designee may waive the monthly late fee or service disconnection fee on a case by case scenario up to \$300. Any amount over the \$300 would need City Council’s approval.

Vacated properties water shall be shut off to prevent property loss and strain on City water and sewer systems caused by unattended water use. A notice will be sent to owner/and or tenant that services will be disconnected and not reconnected until charges as set in the fee schedule have been paid.

Properties that have been destroyed by fire or other natural disasters will have the base fees held for one year after the incident or when a certificate of occupancy has been issued, whichever comes first.

Properties designated by the Superintendents for Water-Wastewater and Streets-Parks-Fleet that are continuously subject to freezing pipes during the winter months and the recommendation from the City to run a small stream of water will receive the following adjustments to their winter billing.

- Water will be billed on tier one, in the event that this recommendation causes the property owner to use more than 6,500 gallons of water each month

If more than 6,500 gallons of water are used during that time the account will receive a credit of \$25 towards the sewer usage fee, since those fees are based on the water usage during the winter months.

Sidewalk Snow Remove Invoice Collection Policy

The City of Big Lake uses the right to charge property owners to clean sidewalks of snow per City code 550.01, which states that the owner or occupant of any premises in the City shall clear the sidewalk in front of or beside the premises, of snow and loose or melting ice within twenty-four hours after the completing of any snowfall. For all properties that do not comply with code the City will bill the owner an administrative fee, based on the current fee schedule, plus the invoice amount from the authorized contractor.

For all invoices that are not paid in full by November of each year, the outstanding balance will be certified to Sherburne County as a special assessment. The collection action will be accomplished by certification of the charges against the property for collection in the manner of a tax or assessment. Additional fees will be added to delinquent charges certified to Sherburne County for collections as follows:

- Per parcel charge - \$20.00
- Annual interest rate – 6%
- Term – one year

The City Administrator or designee may waive the fee on a case by case scenario up to \$300. Any amount over the \$300 would need City Council's approval.

Weed and Grass Removal Invoice Collection Policy

The City of Big Lake uses the right to charge property owners to remove weeds or grass growing upon any lot or parcel of land, including lands between the curb line of the street or alley and the property line of private properties to a height greater than one foot, or which are about to go to seed per City code 510.02, which states that the owner of any premises in the City shall remove weed and or grass that is in violation of stated code within seven (7) days of notice. For all properties that do not comply with code the City will bill the owner an administrative fee, based on the current fee schedule, plus the invoice amount from the authorized contractor.

For all invoices that are not paid in full by November of each year, the outstanding balance will be certified to Sherburne County as a special assessment. The collection action will be accomplished by certification of the charges against the property for collection in the manner of a tax or assessment. Additional fees will be added to delinquent charges certified to Sherburne County for collections as follows:

- Per parcel charge - \$20.00
- Annual interest rate – 6%
- Term – one year

The City Administrator or designee may waive the fee on a case by case scenario up to \$300. Any amount over the \$300 would need City Council's approval.

Administrative Citation Collection Policy

The City of Big Lake will send unpaid administrative citations, such as parking tickets or zoning violations to a collection agency for collections.

RISK MANAGEMENT

PURPOSE

A comprehensive risk management plan seeks to manage the risks of loss encountered in the everyday operations of an organization. Risk management involves such key components as risk avoidance, risk reduction, risk assumption, and risk transfers through the purchase of insurance. The purpose of establishing a risk management policy is to help maintain the integrity and financial stability of the City, protect its employees from injury, and reduce overall cost of operations.

POLICY STATEMENT

The City will maintain a risk management program that will minimize the impact of legal liabilities, natural disasters or other emergencies through the following activities.

1. Loss prevention – prevent losses where possible
2. Loss Control - reduce or mitigate losses
3. Loss financing – provide a means to finance losses
4. Loss information management – collect and analyze data to make prudent prevention, control and financing decisions.

The City will review and analyze all areas of risk in order to, whenever possible, avoid and reduce risks or transfer risks to other entities. Of the risks that must be retained, it shall be the policy to fund the risks which the City can afford and transfer all other risks to insurers.

The City will maintain an active safety committee comprise of City employees.

The City will annually conduct educational safety and risk avoidance programs within its various division.

Staff will report to Council, annually on the results of the City's risk management program for the preceding year.

TRAVEL AND TRAINING

Travel Policy

PURPOSE

It is the purpose of this policy statement to establish adequate internal controls to satisfy Internal Revenue Service (IRS) regulations, State laws, and to provide a framework to use as a guide to prescribe circumstances for which travel reimbursement or travel purchasing card transactions will be authorized. Only claims for accommodations and services actually incurred or in accordance with the Standard Federal Per Diem Rate in the case of meals and incidental expenses would be reimbursed once the Travel Expense Report has been approved. Employees are expected to utilize the same care when incurring official expenses that a prudent person would utilize if traveling on personal business.

City Reimbursement of Travel Cost

The City will pay or reimburse all travel costs that are both reasonable and necessary. All persons conducting official City business are expected to show good judgement in the nature and amount of expenses incurred while conducting City business. Per Minnesota Statue, purchase of alcoholic beverages cannot be reimbursed. Travel must be by the most direct or normally traveled route unless approved in

advance by the employee's supervisor. Reimbursement will be limited to the cost of travel by direct route or on an uninterrupted basis. The employee will be responsible for any additional cost exceeding the business purpose related expense.

The following expense may be approved for reimbursement:

- **Transportation** – Coach airplane passage is considered standard for travel out of state, as air travel is generally more economical in time and money than other modes of transportation when making long trips. Any out of state training or travel must be pre-approved by the City Administrator, or the City Council in the case of out-of-state training opportunities for the City Administrator.
- **Travel by Automobile** - When traveling in a City vehicle, the employee should use a City assigned purchasing card for fuel expenses or their own credit card if a City purchasing card is not available. Due to potential liability considerations, transportation of persons not on official City business is prohibited in City Vehicles.

When personal automobiles are used as a mode of transportation for travel, reimbursement will be reimbursed at the current IRS mileage reimbursement rate. Payment of mileage will be based on the most direct route from the point of departure to the point of destination. The City is not responsible for damage to personal vehicles while on official business, as the employee's vehicle is not covered by the City's insurance coverage.

- **Car Rental** - Prior approval by the Department Director is required if it is necessary to rent a car at the travel destination. Pre-payment of a car rental can be made using a City purchasing card. No personal use of car rental is allowed to be claimed on the Travel Expense Report.
- **Lodging** – Hotel or motel accommodations should be appropriate to the purpose of the trip. Lodging should be chosen based on reasonableness of cost and proximity to the conference, meeting, or training site.

Each employee shall be allowed an individual single room. Where multiple occupancy by other than City employees/official occurs, only the actual cost of the single room rate (if different from the double room rate) may be claimed for reimbursement or charged to City purchasing card.

Detailed lodging receipts must be submitted for reimbursement as well as documentation for charges on a City purchasing card. The receipts must include the nightly room rate and any incidental expenses charged. Only incidental costs related to the room charges will be reimbursed.

Business telephone calls and reasonable personal calls incurred during overnight stays are reimbursable. When assigned, a City mobile device or cell phone should be used for telephone calls. Expenses that are not deemed reasonable and necessary will not be reimbursed. Some non-reimbursable examples are: movies in your hotel room, fees to use the hotel's health club, dry cleaning, and personal items (such as toothpaste, shampoo, etc.)

Unless previously approved by the Department Director or City Administrator, overnight stays within 60 miles of the City will not be reimbursed.

- **Per Diem** – The per diem allowance is a daily payment for meals and related incidental expenses when overnight travel accommodations are necessary, in accordance with published federal per diem rates instead of receipt-based reimbursement. An employee may claim an amount not to exceed the allowable per diem rate in accordance with the Standard Federal Per Diem Rate Schedule in effect at the time of travel (current per diem rates are located at www.gsa.gov). A City assigned purchasing card may **NOT** be utilized to pay for meal expenses when per diem is claimed. The per diem allowance is separate from lodging, transportation and other miscellaneous expenses. The per diem allowance covers all charges, including taxes and service charges where applicable for:
 - **Meals** – Expenses for breakfast, lunch, dinner, snacks and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons). Tips shall not exceed 15% of a City reimbursed meal cost.
 - In the event an approved training/conference event is more than one day in duration, the maximum reimbursement will not exceed the daily per diem rates set annually by the Standard Federal Per Diem Rate Schedule for meals and incidentals for the area.
 - Employees may claim full per diem for the day of departure and the day of return from a business trip, regardless of the departure or arrival time.
 - When an event encompasses a full day, employees may spend the daily allowance among the three meals, at their discretion, unless meals are included as part of the event registration. In that case, the money allotted for that meal cannot be spent.
 - For partial days, the meal allowance will not exceed the amounts set annually by the Standard Federal Per Diem Rate Schedule for meals and incidentals separately for breakfast, lunch, or dinner.
 - Detailed receipts will be required for reimbursement (also for any meals purchased with a City Purchasing card) upon return from the event. Receipts must clearly state the date, location, and item(s) ordered. Non-itemized credit card receipts will not be reimbursed.
 - Employees may occasionally be in the position of having to provide a meal for other persons who have official business with the City. In addition, receipts for these meals must include the name of each person attending the meal along with a description of the public purpose/benefit of the meeting.
 - **Incidental expenses** – Fees for Taxi, parking, as well as tips for porters, baggage carriers, bellhops and hotel maid service, associated with travel while on official City business will be reimbursed at actual cost. Receipts must be submitted for reimbursement.

City Reimbursement of Travel Costs that do not Require Overnight Travel

Travel plans involving expenses that do not require overnight travel accommodations will be reimbursed based on actual cost substantiated by appropriate receipts. The employee is entitled to reimbursement of meal expenses after submitting actual receipts. No reimbursement is authorized if meals are provided

during the meeting or event. When available, the assigned City credit card should be used for these types of activities. This includes training or meeting within 60 miles from the City.

International Travel

For domestic travel purposes, the IRS definition of the United States includes the 50 states and the District of Columbia. The purpose of travel outside the United States for City business must be unquestionably professional in content and should only be considered if a similar meeting, conference, or training of similar quality cannot be found within the continental limits of the United States. International travel expenses for business related purposes are deductible, as outlined in the IRS Code Publication 463 (Travel Outside the United States), but may be limited if the travel involves non-business activities. Any travel outside the United States must be approved by the City Council.

Other

Falsification of travel documents/expense reporting, resulting in overpayment of the City's assets, may cause for disciplinary action.

It is the employee's responsibility to:

- Maintain accurate records;
- Make a conscious effort to minimize expenses while maintaining an adequate level of comfort and convenience;
- Request reimbursement in an accurate and timely manner, 30 days or less.

Training Policy

Training must be approved in advance by the Department Director. Requests for reimbursement of training costs must include information on the training session and proof of payment.

EDA FINANCIAL POLICES

Tax Increment Financing Policy

BLEDA Adopted May 12, 2014

City Council Adopted May 28, 2014

Revised February 8, 2017

For the purpose of this policy, the "City" shall also mean the Big Lake Economic Development Authority (BLEDA), which serves in conducting various economic development, housing and redevelopment programs and activities within the City of Big Lake.

I. GENERAL POLICY

The purpose of this policy is to establish the City's position relating to the use of Tax Increment Financing for private development. Minnesota Statutes, Section 469.174 through 469.1794, as amended, governs the use of Tax Increment Financing (the "TIF Act"). This policy shall be used as a guide in processing and reviewing applications requesting Tax Increment assistance. The fundamental purpose of tax increment financing in Big Lake is to encourage desirable development and/or redevelopment that would not otherwise occur "but for" the assistance provided through TIF.

The City of Big Lake may consider Tax Increment Financing for projects that serve to accomplish the City's goals for housing and economic development as they may change over time. The goals include facilitating projects that would result in the creation of quality jobs (e.g. stable employment and/or attractive wages and benefits) and the attraction, retention, and expansion of business and housing options in the City.

II. CITY'S OBJECTIVE FOR THE USE OF TIF:

As a matter of adopted policy, the City of Big Lake may consider using Tax Increment Financing (TIF) to assist private development projects to achieve one or more of the following purposes:

- Remove blight and/or encourage redevelopment in the commercial and industrial areas of the City in order to encourage high quality development or redevelopment and private reinvestment in those areas.
- To promote neighborhood stabilization and revitalization by the removal of blight and the upgrading of existing housing stock.
- To retain local jobs and/or increase the number and diversity of quality jobs (e.g. stable employment and/or attractive wages and benefits).
- To encourage additional unsubsidized private development in the area, either directly, or through secondary "spin-off" development.
- To offset increased costs of redevelopment (e.g. contaminated site clean-up), over and above those costs that a developer would incur in normal urban and suburban development.
- To facilitate the development process and to achieve development on sites which would not be developed without this assistance.
- To meet other uses of public policy, as adopted by the Council from time to time, including promotion of quality urban design, quality architectural design, energy conservation, decreasing the capital and operating costs of local government, etc.

III. COSTS WHICH MAY QUALIFY FOR TAX INCREMENT FINANCING ASSISTANCE:

This list is provided as an example of costs which may qualify for tax increment financing assistance. The City may determine to not reimburse costs that are included on this list and to include other costs not listed here that may be eligible under the TIF Act.

- Project Design fees including: utilities, landscape, architectural and engineering design.
- Site related work, including: permits for site work, earthwork/excavation, soil correction, landscaping, utilities, streets and roads, street/parking lot paving, street/parking lot lighting, curb and gutter, sidewalks
- Land acquisition
- Special assessments
- Legal fees (acquisition, finance, closing)
- Soil tests
- Environmental studies

- Surveys
- Interest rate write downs
- Relocation assistance
- Replacement or clean-up of contaminated soils which would otherwise preclude redevelopment
- Rehabilitation
- Any other costs allowable by the TIF Act

IV. PROJECTS WHICH MAY QUALIFY FOR TAX INCREMENT FINANCING ASSISTANCE

All new TIF projects considered by the City of Big Lake must meet each of the following minimum qualifications and will also be evaluated based on their ability to meet the desired qualifications for assistance. However, it should not be presumed that a project meeting any of the qualifications will automatically be approved. Meeting the qualifications create no contractual rights on the part of any potential developer to have its project approved.

MINIMUM QUALIFICATIONS

- A. The project should meet one or more of the Tax Increment Financing Objectives outlined in Section 2. But at a minimum shall:
- Remove blight and/or encourage redevelopment in the commercial and industrial areas of the City in order to encourage high quality development or redevelopment and private reinvestment in those areas.
 - To facilitate the development process and to achieve development on sites which would not be developed without this assistance.
- B. The developer must demonstrate that the project is not financially feasible "but-for" the use of tax increment financing.
- C. The project must be consistent with the City's Comprehensive Plan and Zoning Ordinances, or required changes to the plan and ordinances must be under active consideration by the City at the time of TIF application submittal.
- D. Prior to approval of a TIF financing plan, the developer shall provide any requested market and financial feasibility studies, appraisals, soil boring, private lender commitment, and/or other information the City or its financial consultants may require in order to proceed with an independent underwriting of the proposal.
- E. Any developer requesting TIF assistance should be able to demonstrate past successful general development capability as well as specific capability in the type and size of development proposed. TIF will not be used when the developer's credentials, in the sole judgment of the City, are inadequate due to past track record relating to: completion of projects, general reputation and/or bankruptcy, or other problems or issues considered relevant by the City.
- F. The level of TIF funding should be reduced to the lowest possible level by maximizing the use of private debt and equity financing first, and then using other funding sources or income-producing vehicles that can be structured into the project financing, prior to using additional TIF funding.
- G. Development financing will be made available only on a Pay-As-You-Go (PAYGO) basis. Look back provisions may be utilized by the City to determine developer's ability to share revenue with the City.

- H. The level of assistance provided to developer will be determined on a case-by case basis. When determining the level of assistance, the City will consider the quality of the proposed development and/or the quality of the employment opportunities that might be generated.

DESIRED QUALIFICATIONS

- A. TIF proposals creating a higher ratio of property taxes paid before and after redevelopment will receive priority consideration. Given the different assessment circumstances in the City, this ratio will vary widely. A 1:2 ratio of taxes paid before and after redevelopment is desired.
- B. TIF proposals should normally not be used to support speculative industrial, commercial, office or housing projects. In general, the developer should be able to provide market data, tenant letters of commitment or finance statements which support the market potential/demand for the proposed project.
- C. TIF will normally not be used in a project that involves an excessive land and/or property price. This will normally be where the acquisition price is more than 20% in excess of market value as determined by an independent appraisal of the property.
- D. TIF will not be used in projects that would give a significant competitive financial advantage over similar projects in the area due to the use of tax increment subsidies. Developers should provide information to support that TIF assistance will not create such a competitive advantage. Priority consideration will be given to projects that fill an unmet market need.
- E. TIF will not be used to support projects that place extraordinary demands on City services. Preference will be given to projects that do not place extraordinary demands on City services.
- F. TIF will not normally be used for projects that would generate significant environmental problems in the opinion of the local, state, or federal governments. Priority will be given to projects that aim to clean-up existing contaminated sites and would facilitate the location of an industry or business which has an environmentally sound track record, or meet a housing need in the City.
- G. Preference will be given to projects that meet good public policy criteria as determined by the City Council, including:
- High project quality (e.g. sound architectural design, quality construction and materials)
 - Projects that are in accord with the Comprehensive Plan, Zoning Ordinance, Strategic Plan, and other redevelopment plans of the City
 - Projects that provide significant improvement to surrounding land uses, the neighborhood, and/or the City
 - Projects that provide a significant increase in tax base
 - Projects that provide significant new, or retained, employment
 - Projects that meet financial feasibility criteria established by the City; and
 - Projects that provide the highest and best desired use for the property

V. TAX INCREMENT PROJECT EVALUATION PROCESS

The following five methods of analysis for all TIF proposals will be used:

1. Consideration of project meeting minimum qualifications.
2. Consideration of project meeting desired qualifications.
3. Project meets "but-for" analysis and statutory qualifications
4. Project Summary Report Card (Exhibit A)

Please note that the evaluation methodology is intended to provide a balanced review. Each area will be evaluated individually and collectively and in no case shall one area outweigh another in terms of importance to determining the level of TIF assistance.

VI. APPLICATION FOR TIF ASSISTANCE FOR ALL TIF DISTRICTS AND PROJECT AREAS

The City of Big Lake will require a non-refundable application fee in the amount of \$500.00 for its processing of the application. The application fee shall be paid to the City at the time the TIF application is submitted. At the time a TIF application is submitted, the applicant shall also deposit \$10,000 with the City to cover its attorney’s and consultant’s costs incurred as part of amending or establishing a TIF district, drafting and negotiating a development agreement, and conducting any fiscal analysis that may be required to meet the requirements of utilizing TIF. If additional expenses are incurred beyond the \$10,000, prior to the execution of a development agreement, the City shall notify the applicant in writing and the applicant will be required to deposit additional funds upon notice.

If the project is approved and the applicant proceeds with the project, the City shall reimburse the applicant any unused portion of the deposit as of the date of execution of the development agreement. If the applicant does not proceed with the project, the City shall reimburse the applicant for the unused portion of the deposit as of the date that the City is notified in writing that the applicant desires to withdraw its application.

VII. APPLICATION PROCESS:

The application process must be completed in accordance with the TIF application procedures (Exhibit B). The purpose of this approach is to give an applicant the opportunity to discuss a development proposal without expending a great deal of money and time in pursuing a development that may conflict with the City’s goals and objectives.

VIII. OTHER POLICY ISSUES

Public Use of Tax Increment

The City shall follow applicable state laws in terms of potential public improvement financing with TIF. It shall be the general policy of the City to identify public improvements at the time of adoption or amendment of the TIF Plan.

Tax Abatement Policy

<i>Revision</i>	<i>Dates</i>
<i>September 28, 2005</i>	
<i>February 25, 2015</i>	
<i>March 8, 2017</i>	
<i>February 12, 2018</i>	

I. General Purpose

The purpose of this policy is to establish the City of Big Lake’s (“the City”) position as it relates to the use of Property Tax Abatements (“Abatements”) for private development. This type of abatement is allowed pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the “Abatement Law”).

It is the City's intent to coordinate the use of Tax Abatement with other local jurisdictions to the extent that it is possible to do so.

Tax Abatement shall be defined as the City's share of the property taxes derived from the increase in market value over the current year market value of property within the project area resulting from development. For purposes of this definition, current year is the year in which an application for request for assistance is received.

The City of Big Lake recognizes the importance of this development tool which may be used by the City to satisfy its economic development goals and objectives. These general goals include the following:

- A. Broaden and diversify the tax base;
- B. Create and or retain an employment base;
- C. Strengthen and enhance the commercial-industrial areas of the community;
- D. Promote a high quality of construction or site design.

This policy shall be used as a guide in the processing and review of applications requesting tax abatement assistance. The fundamental purpose of Tax Abatement in the City of Big Lake is to encourage desirable development or redevelopment that would not otherwise occur but for the assistance provided through Tax Abatement.

II. Types of Projects and Uses Eligible for Assistance

In order to meet the stated goals and objectives of the City, Abatements will be used to assist private developments in those instances where the proposed project demonstrates one or more of the following objectives or conditions:

Public Financing is needed to..

1. Retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
2. Enhance and diversify the City's economic base.
3. Encourage additional unsubsidized private development in the area, either directly or indirectly through "spin-off" development.
4. Offset increased costs of redevelopment (i.e. contaminated site clean-up) over and above costs normally incurred in development.
5. Contribute to the implementation of other public policies as adopted by the City from time-to-time, such as the promotion of quality urban or architectural design energy conservation and decreasing capital and/or operating costs of local government.
6. Promote a high quality of construction and/or site design.
7. Aid in the development or implementation of an environmentally sound practice, production or product.

8. Improve the condition of existing commercial or industrial buildings, including but not limited to, accessibility requirements, exterior façade improvements and energy upgrades.
9. Complete specific enhancements, including but not limited to signage, landscaping and lighting (within private property or adjacent to public property).
10. Fill a defined financing gap that is associated with a pedestrian public improvement project in commercial areas, including but not limited to, access control, pedestrian systems and parking improvements.
11. Facilitate the development process and achieve development of sites that would not be developed without Tax Abatement assistance (general “but for” test).
12. Finance or provide public infrastructure pursuant to the Abatement Law.

III. Eligible Expenditures

Abatements may be used to pay for expenditures related to eligible project costs. Eligible expenditures may include land acquisition and conveyance, building improvements, site improvements and public streets/utilities. Ineligible expenditures are non-fixed assets including equipment and working capital.

IV. Financing Structure

The City will structure Abatements as a direct annual or semi-annual payment (corresponding to the City’s portion of the property taxes only) to the property owner based on the terms and conditions stated in an agreement between the City and the property owner. The property owner is subject to changes in the taxes that may result in payments lower than the original estimated amount.

V. Specific Policies for the Use of Tax Abatement

1. Tax Abatement will be provided to the developer upon receipt of taxes as a pay-as-you-go method. All taxes on the subject parcel need to be paid to date before a rebate payment will be made. Requests for up-front financing (bonds) will be considered on a case-by-case basis.
2. Developer shall be able to demonstrate a need for a proposed project.
3. Tax Abatement shall not be used for projects or businesses that would place extraordinary demands on City services considering the benefit to the City.
4. The developer must enter into an abatement agreement to ensure compliance with the City policies and requirements.
5. The developer shall demonstrate his or her ability (via past experience, credit history and corporate or personal financial statements) to complete the project in an adequate and timely manner, and also at the option of the City, shall provide financial guarantees to ensure completion of the project that include but are not limited to: assessment agreements, letters of credit and personal guarantees.
6. The developer/business shall provide information necessary for the City to make a determination on the project.

7. The City will view projects having a county/school district tax abatement commitment more favorably.
8. The project supports and furthers the City's Comprehensive Plan and/or other public policies, as adopted by the City.
9. Tax Abatement may be used to phase in a property tax increase on a parcel that will increase in estimated market value of 50 percent or greater when the increase is not attributable to an abatement project.
10. The business subsidy funding for any project shall be the lowest amount feasible for the shortest period of time. Business/developers shall exhaust all possible forms of non-business subsidy funding, i.e. private debt and equity financing prior to using business subsidy finding.
11. Any receipt of Tax Abatement assistance will be required to provide an equity investment in the project.
12. Tax Abatement will not be used in circumstances where land and or property price is in excess of fair market value.
13. Tax Abatement will not be utilized in cases where it would create an unfair competitive financial advantage over other projects or businesses in the area.
14. No abatement of taxes will be granted on property in a TIF District.
15. The project shall comply with all provisions set forth in the state Abatement Law.
16. Abatement can only be granted, if it benefits the City to a level equal to or greater than the abatement cost to the City.
17. In any year, the total amount of property taxes abated by the City may not exceed ten percent (10%) of the net tax capacity of the City or \$200,000, whichever is greater. This is consistent with the Abatement Law.
18. No tax abatement period shall exceed 15 years from the date of approval by the City Council unless the county or school district has declined to participate in the abatement. In this event, the City may approve an abatement period that is up to 20 years in length.
19. The City Council may change and modify the application of these specific policies as it deems necessary and appropriate.

VI. Decision Guidelines or Project Requirements

The following guidelines will be used by the City in order to determine whether a financing proposal is warranted which will become the basis for findings in the resolution of Abatement approval.

- A. The proposed project does not fit well within the City's and the Economic Development Authority's Tax Abatement Policy or is subject to other state statute restrictions.

- B. The proposed project addresses an identified need within the community, including but not limited to, improved maintenance or expansion of public utilities, reuse of underutilized property, or development of property with site constraints, installation of design enhancements, compliance with safety or accessibility codes, and financing within a targeted improvement area.
- C. The proposed project cannot be completed without public financing due to identified costs that are greater than normal or due to an identifiable financing gap.
- D. The proposed project can be assisted with a private-to-public leverage, which results in minimal impact to the statutory limit for the City's use of Abatements. In addition, the amount of Abatement should not exceed the level of private equity from the project owner(s).
- E. The project is consistent with the City's Comprehensive Plan, Land Use Plan and Zoning Ordinances.
- F. The project meets one or more of the following public purposes:
 - Creation of new jobs
 - Increase in the tax base
 - Enhancement or diversification of the City's economic base
 - Development or redevelopment that will spur additional private sector investment in the area
 - Fulfillment of defined City objectives such as those identified in the City's Comprehensive Plan
 - Removal of slum and blight or the redevelopment of a high-profile site.

VII. Procedure for Application:

- B. A completed application with the application fee in accordance with the current City of Big Lake Fee Schedule shall be submitted to the City. The application will be reviewed by the City staff and the Economic Development Authority.
- C. After review and recommendation for approval by the Economic Development Authority (the review body for the City), the City Council shall publish a notice and hold a public hearing on the proposed Abatement.
- D. The City Council holds a public hearing concerning the Abatement. It must approve the Abatement by resolution.
- E. If the City approves the Abatement by resolution, its staff and/or consultants will draft a development contract.

SAC Fee Subsidy Policy for Lake Shopping Center Development

The City of Big Lake and its Big Lake Economic Development Authority (BLEDA) strive to promote growth in the community. The intention of this policy is to stimulate an increase in tax base and offset the rise in construction costs.

Fourteen (14) SAC Credits were provided to the BLEDA on April 25, 2007 due to a former laundromat that burned down, which was never rebuilt and the redevelopment of the Lake Shopping Center. The intention of the 14 SAC Credits were for the BLEDA to award them to an economic development project(s) within the Lake Shopping Center area.

The 14 SAC Credits fit the legal definition of a business subsidy of \$25,000 or more. This prompts a need for a policy that sets performance standards with specific minimum requirements that projects must meet in order to be eligible to receive the SAC fee business subsidy.

This SAC Fee Business Subsidy Policy will dissolve three (3) years after the 14 credits have been awarded to a project(s) and waived. A vesting of three (3) years is to assure the intended purpose and hedge against a use change to a less intensive water/sewer user.

Minimum performance requirements are as follows:

- Waiving the SAC fee will be approved by the Big Lake City Council following a recommendation of approval by the BLEDA.
- The SAC Credits will be issued on a first come, first served basis until the Credits are extinguished.
- Projects that receive SAC Credits must create at least two (2) jobs and pay at least the current minimum wage
- Jobs created must empower and support adults with disabilities to work in the mainstream of community life
- The Developer must agree to promptly pay all other fees and charges imposed by the City in conjunction with construction and shall not otherwise be delinquent of City fees and charges.
- SAC Credits will only be awarded to commercial/retail projects within the Lake Shopping Center area.
- The SAC connection fee will be waived at the time the building permit is issued and construction must begin within 365 days of receiving the SAC waiver.
- Any SAC connection fee waiver will be documented in a written agreement signed by the City and the Developer.
- This policy will dissolve three (3) years after the 14 Credits have been waived.

FEDERAL GRANT POLICIES AND PROCEDURES

Purpose

The purpose of the Federal Grant Policies and Procedures Manual is to administer Federal funds pursuant to *Title 2 of the Code of Regulations (2 CFR) part 200* which took effect on December 26, 2014.

The manual contains the internal controls and grant management standards used by the City to ensure that all Federal funds are lawfully expended. It describes in details cash management procedures, procurement policies, inventory management, procedures to determine the allowability of Federal expenditures, time-and-effort reporting, record retention and monitoring responsibilities. All Grant Managers of the City are expected to review this manual to gain familiarity and understanding of the rules and to comply with all requirements.

Grant Award Procedures

Preparation and Review of Proposals

Individual departments are responsible for preparing proposals for projects that the department intends to pursue. However, all proposals shall be reviewed by the Finance Director and no grant application will be prepared and submitted unless authorized by the City Administrator prior to submission to government

agencies or other funding sources. Final proposals shall be reviewed and approved in writing by the City Administrator.

Post-Award Procedures

After an award has been made, the following steps shall be taken:

- A. Verify the specifications of the grant or contract. The Finance Director shall review the terms, time periods, award amounts and expected expenditures associated with the award. A *Catalog of Federal Domestic Assistance* (CFDA) number shall be determined for each award. All reporting requirements under the contract or award shall be summarized.
- B. The Finance Director will set up new project codes and account numbers for grants. New accounts shall be established for the receipt and expenditure categories in line with the grant or contract budget.
- C. Gather documentation. A file is established for each grant or contract. The following documents should be included in the grant file:
 1. Grant proposal and/or application
 2. Final signed grant award letter/executed agreement
 3. Grant release checklist and terms of award
 4. All modifications to the grant award i.e. continuations, supplements
 5. Council agenda items and resolutions
 6. Budget amendments/transfers
 7. Payment authorizations and expenditure documentation
 8. Subcontracts (if applicable)
 9. Reimbursement request
 10. All technical, progress and final reports submitted to Federal agency
 11. Property records and disposal records if applicable
 12. All written documentation pertaining to the grant, including correspondence, emails, notes, etc.

Compliance with Laws, Regulations and Provisions of Awards

The City of Big Lake recognizes that as a recipient of Federal funds, it is responsible for compliance with all applicable laws, regulations, and provisions of contracts and grants. To ensure that the City of Big Lake meets this responsibility, the following policies apply with respect to every grant or contract received directly or indirectly from a Federal agency:

- A. For each Federal award, an employee within the department responsible for administering the award will be designated as "Grant Manager" (GM).
- B. Each Grant Manager is expected to review the *Federal Grant Policies and Procedures Manual* to gain familiarity and understanding of the rules and practices to comply with all of the requirements prior to beginning their role as a Grant Manager (or as early in their functioning as a Grant Manager as practical).
- C. The Grant Manager shall take the following steps to identify all applicable laws, regulations, and provisions of each grant and contract:
 1. Read each award and prepare a summary of key compliance requirements and references to specific laws and regulations.

2. Review the "Appendix XI to Part 200 – Compliance Supplement" (updated annually) published by the Office of Management and Budget (OMB) for compliance requirements unique to the award and for compliance requirements common to all Federal awards.
 3. Review the section of the *Catalog of Federal Domestic Assistance* applicable to the award.
- D. The Grant Manager will be responsible for submitting any required reports to the agency that provided the grant. The Grant Manager will ensure that the funds are being expended in accordance with the provisions of the grant and request for Federal funds are based on the actual costs incurred for allowable expenditures; and are reviewed and approved by management or someone else that is familiar with the grant prior to submission. That person must sign off on each grant reimbursement request. The Finance Director will receive copies of all financial reports submitted along with copies of the supporting documentation. The Finance Director is responsible for reviewing all information submitted by the Grant Manager for financial accuracy and preparing the Schedule of Expenditures of Federal Awards.
 - E. The Grant Manager will assist the Finance Director in ensuring that all regulations are met. Any changes to the grant award will be submitted to the Federal agency for proper approval and authorization. The Grant Manager is responsible for maintaining all documents related to those changes.
 - F. The Grant Manager and/or the Finance Department shall identify and communicate any special changes in policies and procedures necessitated by Federal awards as a result of the review of each award.
 - G. The Grant Manager shall take all reasonable steps necessary to identify applicable changes in laws, regulations, and provisions of contracts and grants. Steps taken in this regard shall include, but not be limited to, reviewing subsequent grant and contract renewals, reviewing annual revisions to the "Appendix XI to Part 200 – Compliance Supplement", and communications with Federal Awarding Agency personnel.
 - H. The General Manager shall cooperate with the Independent Auditors by informing the CPA firm as to applicable laws, regulations, and provisions of contracts and grants and communicating known instances of noncompliance with laws, regulations, and provisions of contracts and grants to the auditors.

Close Out of Federal Awards

The City of Big Lake shall follow the "Close Out Procedures" described in "2 CFR Part §200.343", and in the grant agreements as specified by the Federal Awarding Agency or pass-through entity:

- A. The City of Big Lake will submit, no later than 90 calendar days after the end date of the period of performance, all financial, performance and other reports as required by or the terms and conditions of the Federal award, unless an extension is approved.
- B. The City of Big Lake will liquidate all obligations incurred under the Federal award not later than 90 calendar days after the end date of the period of performance as specified in the

terms and conditions of the Federal award, unless the Federal Awarding Agency or pass-through entity authorizes an extension.

- C. The City of Big Lake will promptly refund any balances of unobligated cash that the Federal Awarding Agency or pass-through entity paid in advance or paid and that is not authorized to be retained by the City of Big Lake for use in other projects.
- D. The City of Big Lake will account for any real and personal property acquired with Federal funds or received from the Federal government.

Financial Management System Policy

In accordance with “2 CFR Part §200.302 Financial Management”, it is the policy of the City of Big Lake to maintain a financial management system that provides for the following:

- A. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification includes the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in “§200.327 Financial Reporting” and “§200.328 Monitoring and Reporting Program Performance”. (See Monitoring and Reporting Policy)
- C. Records that identify adequately the source and application of funds for federally-funded activities. These records will contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- D. Effective control over, and accountability for, all funds, property, and other assets. The City of Big Lake will adequately safeguard all assets and assure that they are used solely for authorized purposes.
- E. Comparison of expenditures with budget amounts for each Federal award.
- F. Written procedures to implement the requirements of “§200.305 Payment”. (See Payment and Billing Policy)
- G. Written procedures for determining the allowability of costs in accordance with “Subpart E—Cost Principles” of this part and the terms and conditions of the Federal award. (See Charging of Costs Policy)

Budget and Program Revisions Policy

In accordance with “2 CFR Part §200.308 Revisions of Budget and Program Plans”, it is the policy of the City of Big Lake to report deviations from budget or project scope or objective. It is also the policy of the City of Big Lake to request prior approval from Federal Awarding Agencies for any of the following program or budget revisions:

- A. Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
- B. Change in a key person specified in the application for the Federal award.
- C. The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director.
- D. The inclusion, unless waived by the Federal Awarding Agency, of costs that require prior approval in accordance with “Subpart E—Cost Principles”.
- E. The transfer of funds budgeted for participant support costs to other categories of expenses.
- F. The sub-awarding, transferring or contracting out of any work under a Federal award, unless described in the application and funded in the approved Federal awards. This does not apply to the acquisition of supplies, materials, equipment or general support services.
- G. Changes in the amount of approved cost-sharing or matching provided by the City of Big Lake. No other prior approval requirements for specific items may be imposed unless a deviation has been approved by Office of Management and Budget.
- H. For Federal construction awards, prior written approval will be requested promptly from the Federal Awarding Agency for budget revisions whenever:
 - 1. The revision results from changes in the scope or the objective of the project or program.
 - 2. The need arises for additional Federal funds to complete the project.
 - 3. A revision is desired which involves specific costs for which prior written approval requirements may be imposed consistent with applicable Office of Management and Budget cost principles listed in “Subpart E—Cost Principles”.

Charging of Costs to Federal Awards

Overview

It is the policy of the City of Big Lake that only costs that are reasonable, allowable and allocable to a Federal award shall be charged to that award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to Federal awards.

Segregating Unallowable from Allowable Costs

The following steps shall be taken to identify and segregate costs that are allowable and unallowable with respect to each Federal award:

- A. The budget and grant or contract for each award shall be reviewed for costs specifically allowable or unallowable.
- B. Accounting personnel and Departmental Grants Manager shall be familiar with the allowability of costs provisions of “2 CFR Part 200 Subpart E—Cost Principles” particularly:

1. The list of specifically unallowable costs, such as alcoholic beverages, bad debts, contributions, fines and penalties, lobbying, etc.
 2. Those costs requiring advance approval from Federal agencies in order to be allowable in accordance with "2 CFR §200.407—Prior Written Approval (Prior Approval)".
- C. No costs shall be charged directly to any Federal award until the cost has been determined to be allowable under the terms of the award and/or "2 CFR Part 200 Subpart E—Cost Principles".
- D. For each Federal award, an appropriate set of general ledger accounts shall be established by the City of Big Lake to reflect the categories of allowable costs identified in the award or the award budget.
- E. All items of miscellaneous income or credits, including the subsequent write-offs of uncashed checks, rebates, refunds, and similar items, shall be reflected for grant accounting purposes as reductions in allowable expenditures if the credit relates to charges that were originally charged to a Federal award or to activity associated with a Federal award. The reduction in expenditures shall be reflected in the year in which the credit is received (i.e. if the purchase that results in the credit took place in a prior period, the prior period shall not be amended for the credit).

Criteria for Allowability

It is the policy of the City of Big Lake that all costs must meet the following criteria in order to be treated as allowable direct or indirect costs under a Federal award:

- A. The cost must be "reasonable" for the performance of the award, considering the following factors:
1. Whether the cost is of a type that is generally considered as being necessary for the operation of the organization or the performance of the award;
 2. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, Federal and State laws and regulations, and the terms and conditions of the award;
 3. Whether the individuals concerned acted with prudence in the circumstances;
 4. Consistency with established policies and procedures of the Organization, deviations from which could unjustifiably increase the costs of the award.
- B. The cost must be "allowable" to an award by meeting one of the following criteria:
1. The cost is incurred specifically for a Federal award;
 2. The cost benefits both the Federal award and other work, and can be distributed in reasonable proportion to the benefits received; or
 3. The cost is necessary to the overall operation of the Organization, but, where a direct relationship to any particular program or group of programs cannot be demonstrated.
- C. The cost must conform to any limitations or exclusions of "2 CFR Part 200" or the Federal award itself.

- D. Treatment of costs must be consistent with policies and procedures that apply to both Federally-financed activities and other activities of the Organization.
- E. Costs must be consistently treated over time.
- F. The cost must be determined in accordance with generally accepted accounting principles.
- G. Costs may not be included as a cost of any other Federally-financed program in the current or prior periods.
- H. The cost must be adequately documented.

Direct Costs

Direct costs include those costs that are incurred specifically for one award or non-Federal function. The City of Big Lake identifies and charges these cost exclusively to each award or program. Each invoice shall be coded with the appropriate account number reflecting which program received direct benefit from the expenditure. Invoices are approved by the appropriate Department Head and reviewed by the Finance Director.

Charges to Federal awards for salaries and wages will be based on records that accurately reflect the work performed. These records are:

- A. Supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- B. Incorporated into the official records of the non-Federal entity;
- C. Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities;
- D. Encompass both Federally assisted and all other activities compensated by the City of Big Lake;
- E. Comply with other established accounting policies and practices of the City of Big Lake;
- F. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity;
- G. Records may reflect categories of activities expressed as a percentage distribution of total activities.

Budget estimates (estimates determined before the services are performed) alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes. These estimates produce reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified and entered into the records in a timely manner. Short term (such as one or two months) fluctuation between workload categories need not be considered as long as the distribution

of salaries and wages is reasonable over the longer term. After-the-fact interim charges made to a Federal award based on budget estimates will be reviewed. All necessary adjustment must be made such that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

Time sheets or personnel activity reports are also submitted on a regular basis reflecting employees' work and which programs directly benefited from their effort. Time sheets or personnel activity reports shall serve as the basis for charging salaries directly to Federal awards and non-Federal functions.

Equipment purchased for exclusive use on a Federal award and reimbursed by a Federal agency shall be accounted for as a direct cost of that award.

Indirect Costs

Indirect costs are those costs that either benefit more than one award (overhead costs) or non-Federal function or that are necessary for the overall operation of the City of Big Lake (management and general costs).

If the City decides to include indirect costs, the City of Big Lake chooses to use the de minimis rate of 10% on its Federal awards rather than negotiate an approved indirect cost rate.

Accounting for Specific Elements of Cost

The City of Big Lake shall utilize the following methods of charging specific elements of cost to Federal awards as direct or indirect costs:

Salaries and Wages – Salaries and wages shall be charged directly based on the functions performed by each employee, as documented on each employee's timesheet, as follows:

Direct Costs - The majority of the employees charge their time directly since their work is specifically identifiable to specific grants **or** other (non-Federal) programs or functions of the organization.

Compensated absences (vacation leave earned, sick leave used, and holiday pay) are considered part of salary costs. The payroll/accounting system of the City of Big Lake records salaries associated with compensated absences as a direct cost in the same manner that salary costs are recorded.

Employee Benefits – The City of Big Lake incurs costs for the following statutory and non-statutory employee benefits:

- FICA
- Unemployment insurance
- Worker's compensation
- Health and Dental insurance
- Life Insurance
- Short-Term/Long-Term disability insurance
- Contributions to pension plan

Since the payroll/accounting system tracks employee benefit costs by individual employee, each such benefit cost shall be charged directly in the same proportion as each individual's salary.

Occupancy Expenses – Monthly rent expense and related pass-through expenses shall be allocated directly based on approximate square footage of space utilized, as follows:

Direct Costs - The cost of space occupied by staff whose salaries are directly charged to Federal awards is charged directly to those same awards.

Utilities – Utilities costs incurred include electricity and water. Such utilities costs shall be charged directly in the same proportion as occupancy costs.

Supplies and Materials – To the maximum extent possible, office supplies and materials are charged directly to the grant or program/function that uses the supplies or materials, based on the completion of a supply's usage form.

Postage and Shipping – To the maximum extent possible, postage and shipping costs shall be charged directly to the grant or program/function that benefits from the postage or shipping costs, based on the postage log kept near the postage machine and the UPS/FedEx shipping logs.

Photocopying and Printing – Photocopying costs include all paper and copy supplies, copier maintenance charges and the actual lease cost of the copier. Photocopying costs shall be charged directly based on the user codes input into the copier prior to making photocopies.

All printing costs are charged directly to the benefiting grant or program/function.

Communications – Communications costs include the costs of telephone service, facsimile transmissions, and Internet connections. Telephone service costs are charged directly based upon the number of telephone units assigned to the City of Big Lake. Each telephone unit is identified to a direct phone line and/or employee. No telephone units shall be charged as mixed-use units due to the immateriality of the costs involved. For example, if the City of Big Lake has 33 telephone units and two of those units are assigned to employees who work directly on a particular grant, 6 percent of each month's local telephone service costs shall be allocated to that grant.

Outside Services – The City of Big Lake incurs outside service costs for its annual audit, legal fees, and for staff development specialists. Outside service costs shall be charged as follows:

Audit Fees – Cost of the financial statement audit and preparation of Form 990 shall be charged as an indirect cost. Additional audit costs associated with that portion of the audit associated with a single audit shall be charged directly to the audited programs, based on estimates received from the independent CPA firm.

Legal Fees – Legal fees shall be charged directly to the program/function that benefits from the services. Legal fees that are not identifiable with specific direct grants or programs shall be charged indirectly.

Staff Development Specialists – Costs associated with staff development specialists shall be charged directly to the program/function that benefits from the services. Fees that are not identifiable with specific direct grants or programs shall be charged indirectly.

Insurance – To the extent that insurance premiums are associated with insurance coverage for specific grants or programs, those premium costs shall be charged directly. All insurance costs that are not identifiable with specific direct grants or programs (such as the Organization's general liability coverage) shall be charged indirectly.

Credits – The applicable portion of any credits resulting from cash discounts, volume discounts, refunds, write-off of stale outstanding checks, trade-ins, scrap sales or similar credits shall be credited directly or indirectly in the same manner as the purchase that resulted in the credit.

Cost Sharing and Matching Policy

Any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the City of Big Lake's cost sharing or matching when such contributions meet all of the following criteria:

- A. They are verifiable from the City of Big Lake's records;
- B. They are not included as contributions for any other Federal award;
- C. They are necessary and reasonable for accomplishment of project or program objectives;
- D. They are allowable under "2 CFR Part 200 Subpart E – Cost Principles";
- E. They are not paid by the Federal Government under another Federal award, except where authorized by Federal Statute to be used for cost sharing or matching;
- F. They are provided for in the approved budget when required by the Federal Awarding Agency;
- G. They conform to all other provisions "2 CFR Part 200".

Unrecovered indirect costs, including indirect costs on cost sharing or matching may be included as part of cost sharing or matching only if prior approval of the Federal Awarding Agency is obtained.

It is the policy of the City of Big Lake to value contributed services and property that are to be used to meet a cost sharing or matching requirement at their fair market values at the time of contribution, unless award documents or Federal agency regulations identify specific values to be used. The value of donated space will not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.

Contributed volunteers' services furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor used for cost sharing or matching purposes shall be valued at rates consistent with those rates paid for similar work in the organization (match up experience and skill level), including an estimate of reasonable fringe benefits. In cases in which the required skills are not found in the Organization, rates used shall be consistent with those paid for similar work in the labor market in which the City of Big Lake competes. It is the policy of the City of Big Lake to require volunteers to document and account for their contributed time in a manner similar to the time-keeping system followed by internal employees.

When a third-party organization furnishes the services of an employee, the City of Big Lake will value these services at the employee's regular rate of pay plus an amount of fringe benefits that is reasonable, necessary, allocable, and otherwise allowable, provided these services employ the same skill(s) for which the employee is normally paid.

Program Income Policy

Program income earned during the project period shall be retained by City of Big Lake and, in accordance with Federal Awarding Agency regulations or the terms and conditions of the award, shall be used in one or more of the ways:

- A. Added to funds committed to the project by the Federal Awarding Agency and recipient and used to further eligible project or program objectives;
- B. Used to finance the non-Federal share of the project or program;
- C. Deducted from the total project or program allowable cost in determining the net allowable costs on which the Federal share of costs is based. (When an agency authorizes the disposition of program income as in A or B, program income in excess of any limits stipulated shall be used this way.)

In the event that the Federal Awarding Agency does not specify in its regulations or the terms and conditions of the award how program income is to be used, paragraph C shall apply automatically to all projects or programs.

Unless Federal Awarding Agency regulations or the terms and conditions of the award provide otherwise, the City of Big Lake shall have no obligation to the Federal Government regarding program income earned after the end of the project period.

With prior approval of the Federal Awarding Agency, program income may be used to meet the cost sharing or matching requirement of the Federal award.

If authorized by Federal Awarding Agency regulations or the terms and conditions of the award, costs incident to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the award.

Payment and Billing Policy

In accordance with "2 CFR Part §200.305 – Payment", it is the policy of the City of Big Lake to maintain written payment and billing procedures. The following policies shall apply to the preparation and submission of billings to Federal Awarding Agencies under awards made to the City of Big Lake:

- A. It is the policy of the City of Big Lake to request reimbursement after expenditures have been incurred, unless an award specifies another method.
- B. Each award normally specifies a particular billing cycle; therefore, a schedule is established for each grant and contract to ensure that reimbursement is made on a timely basis along with any other reporting that is required.

- C. Requests for reimbursement of award expenditures will use the actual amounts as posted to the general ledger as the source for all invoice amounts.

To the extent the City of Big Lake's year-end audit results in adjustments to amounts previously reported to Federal agencies, revised reports shall be prepared and filed in accordance with the terms of each Federal award. The City of Big Lake shall maintain separate billing records in addition to the official general ledger accounting records. Billing records shall be reconciled to the general ledger on a monthly basis.

Procurement Standards Policy

Conflicts of Interest

No employee, officer, or agent of the City of Big Lake will participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the City of Big Lake must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the financial interest is not substantial or the gift is an unsolicited item of nominal value. Disciplinary actions will be applied for violations of such standards by officers, employees, or agents of the City Big Lake.

Due to relationships with a parent company, affiliate, or subsidiary organization, if the City of Big Lake is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization it will not procure with those organizations.

Procurement under Federal Awards

Procurement of goods and services whose costs are charged to Federal awards received by the City of Big Lake are subject to all of the specific purchasing policies of the Organization. In addition, procurements associated with Federal awards are subject to the following supplemental policies:

- A. The City of Big Lake will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase.
- B. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- C. The City of Big Lake will consider entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services, and using Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- D. The City of Big Lake will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- E. The City of Big Lake will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- F. All procurement transactions will be conducted in a manner providing full and open competition. All prequalified lists of persons, firms, or products which are used in acquiring goods and services will be current and include enough qualified sources to ensure maximum open and free competition. Potential bidders will not be precluded from qualifying during the solicitation period.
- G. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. All solicitations will also identify all requirements which the offers must fulfill and all other factors to be used in evaluating bids or proposals.
- H. All necessary affirmative steps will be taken to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- I. A cost or price analysis will be performed in connection with every procurement action in excess of the Simplified Acquisition Threshold (\$150,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the City of Big Lake will make independent estimates before receiving bids or proposals.
- J. All procurement files will be made available for inspection upon request by a Federal Awarding Agency.
- K. All contracts will require the contractor to certify in writing that it has not been suspended or disbarred from doing business with any Federal agency.

Methods of Procurement

The City of Big Lake will use one of the following methods of procurement.

- A. Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$3,500 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

- B. Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
- C. Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all material terms and conditions of the invitation for bids, is the lowest in price.
- D. All purchases of at least \$25,000, but less than \$175,000 shall be made by obtaining written quotations from at least three responsible vendors. All purchases of, \$175,000 or more shall be made by obtaining competitive proposals from at least four responsible vendors. Sealed bids shall be utilized when required by the Federal Awarding Agency.
- E. In order for sealed bidding to be feasible, the following conditions will be present:
 - 1. A complete, adequate, and realistic specification or purchase description is available;
 - 2. Two or more responsible bidders are willing and able to compete effectively for the business;
 - 3. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- 1. The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
- 2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- 3. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
- 4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- 5. Any or all bids may be rejected if there is a sound documented reason.

Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is

awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. Proposals must be solicited from an adequate number of qualified sources;
3. The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
5. Competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of architectural/engineering professional services. It cannot be used to purchase other types of services though architectural/engineering firms are a potential source to perform the proposed effort.

Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The Federal Awarding Agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
4. After solicitation of a number of sources, competition is determined inadequate.

Suspension and Debarment

The City of Big Lake will review all grant purchases to verify that purchases will not be made against contractors that are on the Debarment or Suspension list supplied by the Government. The Grant Manager will review all requisition requests submitted for all grant accounts to make sure the contractor is not on the Debarment list. This list is available at - <https://www.sam.gov/>. If a match is found, the Grant Manager should not process the requisition. All results of searches will be attached to the filed paperwork for verification of search.

Provisions Included in all Contracts

It is the policy of the City of Big Lake to include all of the following provisions, as applicable, in all contracts (including small purchases) with contractors and sub-awards:

- A. Remedies: All contracts in excess of the small purchase threshold fixed at 41 U.S.C. 403(11) (currently \$150,000) shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms.
- B. Termination: All contracts in excess of \$10,000 shall contain suitable provisions for termination by the City of Big Lake, including the manner by which termination shall be affected and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor.
- C. Equal Employment Opportunity: All contracts shall contain a provision requiring compliance with "Equal Employment Opportunity (E.O.) 11246", as amended by "Equal Employment Opportunity 11375— Amending Executive Order 11246, Relating to Equal Employment Opportunity", and as supplemented by regulations "Title 41—CFR Part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor".
- D. Davis-Bacon Act, as Amended (40 U.S.C. 3141-3148): If included in the Federal agency's grant program legislation, all construction contracts of more than \$2,000 awarded by the City of Big Lake and its sub-recipients shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor Regulations "Title 29—CFR Part 5, Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction". Under this Act, contractors are required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. It is the policy of the City of Big Lake to place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The City of Big Lake shall also obtain reports from contractors on a weekly basis in order to monitor compliance with the Davis-Bacon Act. The City of Big Lake shall report all suspected or reported violations to the Federal Awarding Agency.
- E. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333): [Where applicable] All contracts awarded by the City of Big Lake in excess of \$100,000 for contracts that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor Regulations "Title 29—CFR Part 5". Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- F. Rights to Inventions Made Under a Contract or Agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the City of St. Cloud in any resulting invention in accordance with "Title 37—CFR Part 401 Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements", and any implementing regulations issued by the awarding agency.
- G. Clean Air Act (42 U.S.C. 7401-7671) and the Federal Water Pollution Control Act (33 U.S.C. 1251 -1387), as Amended: Contracts and sub-awards of amounts in excess of \$150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal Awarding Agency and the Regional Office of the Environmental Protection Agency (EPA).
- H. Debarment and Suspension (Executive Order Numbers 12549 and 12689): For all contracts, the City of Big Lake shall obtain from the contractor a certification that neither the contractor nor any of its principal employees are listed on the Excluded Parties List System in System for Award Management (SAM).
- I. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): For all contracts or Sub-grants of \$100,000 or more, the City of Big Lake shall obtain from the contractor or sub-grantee a certification that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Likewise, since each tier provides such certifications to the tier above it, the City of Big Lake shall provide such certifications in all situations in which it acts as a sub-recipient of a sub-grant of \$100,000 or more.

Equipment Standards Policy

The City of Big Lake may occasionally purchase equipment and furniture that will be used exclusively on a program funded by a Federal agency. In addition to the general property and equipment policies of the City of Big Lake, equipment and furniture charged to Federal awards will be subject to certain additional policies as described below.

For purposes of Federal award accounting and administration, "equipment" shall include all assets with a unit cost equal to the lesser of \$5,000 or the capitalization threshold utilized by the City of Big Lake.

All purchases of "equipment" with Federal funds shall be approved in advance in writing by the Federal Awarding Agency. In addition, the following policies shall apply regarding equipment purchased and charged to Federal awards:

- A. Any equipment that is owned by the Federal government and given to the City of Big Lake for use in a program shall be marked as such,
- B. Adequate insurance coverage will be maintained with respect to equipment and furniture charged to Federal awards,

- C. Equipment will be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award, and the City of Big Lake will not encumber the property without prior approval of the Federal Awarding Agency.
- D. Property records will be maintained that include the following:
 - 1. A description of the property
 - 2. A serial number or other identification number
 - 3. The source of funding for the property (including the FAIN)
 - 4. Who holds title
 - 5. The acquisition dates
 - 6. Cost of the property
 - 7. Percentage of Federal participation in the project costs for the Federal award under which the property was acquired
 - 8. The location, use and condition of the property
 - 9. Any ultimate disposition data including the date of disposal and sale price of the property
- E. A physical inventory of the property will be taken and the results reconciled with the property records at least once a year.
- F. A control system will be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- G. Maintenance procedures will be in effect to keep the property in good condition.
- H. When no longer needed for the original program or project, equipment may be used in other activities supported by the Federal Awarding Agency, in the following order of priority:
 - 1. Activities under a Federal award from the Federal Awarding Agency which funded the original program or project; then
 - 2. Activities under Federal awards from other Federal Awarding Agencies. This includes consolidated equipment for information technology systems.
- I. When equipment is no longer needed, the City of Big Lake will request disposition instructions from the Federal Awarding Agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made as follows, in accordance with Federal Awarding Agency disposition instructions:
 - 1. Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal Awarding Agency.
 - 2. Items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained or sold. The Federal Awarding Agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal Awarding Agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal Awarding Agency may permit the City of Big Lake to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

Record Retention Policy

In accordance with “2 CFR Part §200.333 – Retention Requirements for Records”, financial records, supporting documents, statistical records, and all other records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as reported to the Federal Awarding Agency or pass-through entity. The only exceptions are the following:

- A. If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- B. When the City of Big Lake is notified in writing by the Federal Awarding Agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
- C. Records for real property and equipment acquired with Federal funds must be retained for three years after final disposition.
- D. When records are transferred to or maintained by the Federal Awarding Agency or pass-through entity.
- E. Records for program income transactions after the period of performance. In some cases, program income must be reported after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.
- F. Indirect cost rate proposals and cost allocations plans (indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable):
 1. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the three-year retention period for its supporting records starts from the date of such submission.
 2. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the three-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

Monitoring and Reporting Policy

Financial Reporting

The City of Big Lake strives to provide management, staff and funding sources with timely and accurate financial reports applicable to Federal awards. Preparation of these reports shall be the responsibility of Grant Manager, subject to review by the Finance Director. The City of Big Lake shall prepare and submit

financial reports as specified by the financial reporting clause of each grant or contract award document. Information will be collected with the frequency required by the terms and conditions of the Federal award, but no less frequently than annually nor more frequently than quarterly except in unusual circumstances (as specified in the grant agreement).

Monitoring and Reporting Program Performance

The City of Big Lake is responsible for oversight of the operations of the Federal award supported activities. It is the policy of the City of Big Lake to monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring must cover each program, function or activity. Performance reports will be submitted at the interval required by the Federal awarding agency or pass-through entity to best inform improvements in program outcomes and productivity.

Intervals must be no less frequent than annually nor more frequent than quarterly except in unusual circumstances (as specified in the grant agreement).

- A. Annual reports will be submitted within 90 calendar days after the reporting period.
- B. Quarterly or semiannual reports will be submitted within 30 calendar days after the reporting period.
- C. Final performance report will be submitted within 90 calendar days after the period of performance end date, unless there is a justified request submitted.

Reports will contain, for each Federal award, brief information on the following:

- A. A comparison of actual accomplishments to the objectives of the Federal award established for the period. Where the accomplishments of the Federal award can be quantified, a computation of the cost (for example, related to units of accomplishment) will be included.
- B. The reasons why established goals were not met, if appropriate.
- C. Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

FINANCIAL MANAGEMENT POLICIES ADOPTION

The Financial Management Policies shall be adopted by the City Council. The policies shall be reviewed by the Finance Department staff on an ongoing basis and any modifications made thereto must be approved by the City Council.

Financial Policies Adopted by City Council July 10, 2002

Revisions: June 14, 2006
 August 9, 2006
 November 28, 2007
 May 24, 2017
 September 27, 2017
 May 23, 2018
 August 8, 2018
 August 22, 2018
 October 10, 2018
 January 09, 2019
 March 13, 2019
 January 8, 2020
 January 13, 2021
 March 23, 2022
 November 9, 2022
 April 12, 2023
 November 08, 2023

Economic Development Financial Policies Adopted by BLEDA May 12, 2014; Adopted by City Council May 28, 2014

Revisions: February 8, 2017
 February 12, 2018
 December 9, 2019

Strategic Plan

Process

On February 23, 2024, the Big Lake City Council and Staff Leadership Team convened a work session for the purpose of developing long-term strategies and short-term goals for the organization in 2024.

The process examined three primary levels of strategic planning - long-term vision, organizational values and expectations, and short-term goal setting. The group considered long-term vision elements and developed strategy statements that define that vision, followed by evaluating the present status of the City and organization to develop a goals list for Council and staff consistent with that vision. The participants engaged in discussion around a series of questions to consider areas of strength and weakness, along with potential impacts and opportunities on the horizon. Additionally, the group discussed and developed consensus around how the different functions of local government need to work to be successful, establishing organizational expectations and values.

The City Council will now consider the results of the session through the process of adopting its 2024 Strategic Plan.

Long Term Vision

One of the primary outcomes of the Strategic Planning process is the development of a long-term vision. The vision is a description of the future the participants see for the community and the organization, often expressed in aspirational terms. The purpose of the vision is to establish a long-term direction that can be communicated both within the community and the organization, providing all stakeholders with an understanding of the leadership's direction. The vision is communicated both through a vision statement and a series of descriptive and detailed organizational strategy statements, labeled core strategies. The vision statement is meant to convey in brief the top priorities of the City's vision. The Core Strategy statements can be both the embodiment of the areas the organization values and the direction of its leadership. Accomplishing progress on the core strategies will bring the organization closer to achieving its vision and provide the areas in which more manageable, short-term goals can be derived.

Prior to the session, participants were asked to consider the characteristics and qualities they hoped would describe Big Lake and the organization in 2040. Participants individually shared their thoughts in writing in advance. The comments and input were collected and shared anonymously with the group in the first exercise of the session. The participants were given the opportunity to discuss the results of the pre-session work, identifying areas where they agreed or didn't agree with the ideas for the long-term vision of the City and organization.

The participants then reviewed a draft of a vision statement and core strategies based on input from this activity. The core strategies are action statements that identify the organization and City's long-term key areas of focus. The strategies provide consistent and stable organizational priorities for the years to come, and serve as organizational guideposts for day-to-day action, policy formation, and program decision-making. It is anticipated that the core strategies may be modified over the long-term, but generally all agreed as to the key priorities of the leadership team.

The core strategies are supported in this plan by strategic objectives. These objectives provide more specific action areas that the City's leadership team believes are integral to achieving success with the core strategies. Each objective addresses an internal or external area of action or improvement. The strategic objectives, combined with the core strategies, provide direction for all areas of leadership.

Following the presentation of draft core strategies and strategic objectives, the full group reviewed and discussed the body of work and modified the proposed statements of the Leadership Team's vision. Without objection and subject to further modification prior to adoption, the group agreed to the following draft vision statement, core strategies and strategic objectives:

Organizational Expectations and Values

The second part of the session focused on how the organization desires to conduct its matters and how the different members of the leadership team interact with each other. Effective local governance requires respect and understanding of the difference in roles between the elected body, the City Council, and its professional staff. The City Council should focus on governance through establishing policy, providing direction, and acting on official matters before the City. Staff, through the City Administrator, focus on execution of services and implementation of Council directives. Understanding those roles and what each body provides for the other is important in setting the context for a strong, working relationship and good governance.

The Council and staff then discussed what each entity needs to provide in order for effective organization operation. These items define the organizational expectations for both the City Council and City staff.

Environmental Assessment

Moving into the short-term actions phase, the session was highlighted by the process of conducting an environmental scan of the City and organization. This activity is designed to consider the present state of the external (community) and internal (organization) from a variety of perspectives. Again, in small group settings, participants were asked to consider its strengths, challenges, and explore trends and issues that face the City in the coming years. The scan provided the basis for the group's efforts later in the work session to develop the goals that will guide the organization in the coming years.

In its first assessment activity, the group was asked to consider all of the things that identify as strengths of Big Lake, both as a City and the organization itself. Participants were encouraged to think of projects, services, actions, and policies. After discussing the strengths, participants turned their attention towards reviewing City and organizational areas that need improvement. These items are areas that presently challenge the organization and City.

Following the assessment of its strengths and challenges, the group moved on to the final brainstorming activity - anticipating emerging trends or issues that may impact the City. Forecasting potential external changes or impacts is a key step in the process to help leadership anticipate pressures and opportunities that may arise. To guide this process, the participants followed a STEP model of analysis, thinking about trends and external impacts in the areas of socio-cultural, technical, economical, and political. Thinking about the ongoing opportunities and challenges in each of these areas provides a variety of important perspectives for the City in the coming years.

Short-Term Goals

The third portion of the Strategic Planning process was to develop a short-term goals platform and workplan to guide the organization in the coming years. Participants were offered the opportunity to present draft goals that addressed any of the following objectives - short-term actions that lead to a core strategy or strategic objective, goals to address weaknesses, opportunities, or potential impacts discussed during the assessment process, or other goals that individual members viewed to be important for the City. The process encouraged the brainstorming of goals that were manageable, measurable, and attainable in 1-3 years.

Following the brainstorming process, a prioritization process was used to develop the following list of high priority and priority goals. Participants were given the ability to choose a limited number of brainstormed goals as their top priorities. As each participant's choices were collected, the draft goals were bunched into three categories. The categories and prioritization followed these guidelines:

- High Priority Goals - goals that were identified by at least three members of the City Council as top priority and also received support from City Staff.
- Opportunity Goals - goals that were identified as a top priority by at least one member of the City Council or a majority and received support from City Staff.

Other Brainstormed Goals - goals that did not have an initial priority ranking by both members of the City Council and staff and were not the top priority of at least three total members

Next Steps

The next step in the goal setting process is to work within each of these short-term goals to develop action plans and the establishment of benchmarks to measure progress. One of the recommended steps is the identification of measurables, or benchmarks, to effectively evaluate the City's accomplishment of each goal. Developing measurable outcomes for each goal will also help in the development of action plans to reach the desired outcome. The goals should then be revisited from time-to-time as an accountability measure for both the Council and staff.

Additionally, finding ways to integrate the goals into the organizational processes also helps to develop success. Building on the methods in which Big Lake has been successful in the past is recommended, along with exploring new methods of keeping the goals on the forefront of the leadership team's efforts.

Following is the City of Big Lake Strategic Plan, which will be used and considered when making recommendations to council, this is the draft plan that will be addressed in May by the Council. It will be approved either as the draft indicates or with minor word changes.



City of Big Lake Strategic Plan - Draft

Community Slogan

Live Big!

Vision Statement

Big Lake is a vibrant, active, and safe community that focuses on excellence in service while promoting balanced growth through responsible leadership.

Core Strategies and Strategic Objectives

The City of Big Lake is committed to leading and guiding the City towards the following long-term Core Strategies and Strategic Objectives:

1. Fiscally Responsible

- a. Look at every expenditure with a critical eye.
- b. Strategic decisions performed in the most cost-effective manner.
- c. Stick to basic core government responsibilities.
- d. Logical, transparent, prudent decisions not based on emotion.
- e. Short-term decisions that support long-term planning.

2. Safe, Welcoming Community

- a. Support Public Safety personnel.
- b. Provide opportunities for progressive training and professional development.
- c. Retain and attract public safety personnel.
- d. Positive engagement – community outreach.
- e. Prioritize the equipment needed to serve to the best of our ability.
- f. Encourage opportunities for community gatherings to promote togetherness.

3. Engaged, Community-Centric

- a. Promote engagement opportunities for all members of the community.
- b. Promote and encourage volunteerism.
- c. Provide opportunities for philanthropic actions and donations.
- d. Encourage connections with local organizations.
- e. Promote block parties and neighborhood gatherings.

4. Vibrant, Natural, and Variety of Amenities

- a. Maintain and improve the quality of parks, lakes, and trails.
- b. Develop new uses and activities using parks and trails.
- c. Promote and encourage community organizations and activities.
- d. Promote beautification efforts and public art to complement natural resources.
- e. Develop more year-round activities.

5. Balanced Growth, Thriving Economy

- a. Continued support of existing businesses and their needs while seeking new business development.
- b. Well-balanced commercial, industrial, and residential development.
- c. Thoughtful zoning to meet desire for balanced growth.
- d. Be proactive and flexible in community planning.

6. Responsible Leadership

- a. Expect excellence and act with integrity.
- b. Base decisions on good policy.
- c. Be prepared, work as a team, disagree well, be flexible, and lead by example.
- d. Empower others and be accountable.
- e. Communicate often and be transparent.
- f. Cast a BIG vision and continue to champion progress.

How the Assessor Estimates Your Market Value

MINNESOTA • REVENUE

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How the Assessor Estimates Your Market Value

12b

Property Tax Fact Sheet 12b

Fact Sheet

This fact sheet is the second in a series of three fact sheets that were designed to assist taxpayers in the understanding of the basic concepts of their annual assessment and property tax administration. Please see Fact Sheets 12a and 12c for additional information.

Property Tax Assessment Process

Minnesota has what is known as an *ad valorem* property tax. This means property tax is divided among taxable properties according to their value. The final amount of property tax the owner of a property pays in any given year is the end result of a process that begins over two years before property tax statements are actually mailed to property owners.

The process begins with the assessor collecting data on sales of properties within the market during a specific time period between October of one year and September of the following year (this period is known as a sales study period). Over the next several months and by using mass appraisal techniques, assessors analyze the data in order to estimate each property's market value for the next assessment (January 2). Pursuant to Minnesota Statutes, section 273.11 assessors must estimate the value of property at a value that would represent what the property would sell for in an open-market arm's length transaction on January 2 of each year. The assessor cannot adopt a higher or lower standard of value because the value will be used for the purposes of taxation.

Assessors also classify property according to its use on January 2. Between April and June, taxpayers have an opportunity to appeal both the estimated market value and the classification of their property. Values and classifications are generally finalized July 1 of each year.

Local units of government then finalize their estimated budgets for the upcoming year. Once the budgets are finalized in December, the market values and classifications are used to divide the overall tax levy among all taxable properties. Tax statements are mailed by the following March 31.

For example, sales of properties that occur between October 1, 2008 and September 30, 2009 are used by assessors to estimate a property's market value for the January 2, 2010 assessment. Following an appeal process that occurs between April 1, 2010 and June 30, 2010, the valuations and classifications generally become final on July 1, 2010.

This lengthy time frame may result in a significant difference between actual sales prices occurring in the current market and assessors' estimated market values for the current year's assessment.

Using the final values and the local jurisdictions' proposed budgets, the auditor then estimates each property's proposed taxes payable for 2011. After public budget meetings are held and final budget numbers are adopted, property tax statements are mailed to taxpayers by March 31, 2011.

In summary, sales taking place from October 2008 to September 2009 are used to estimate a property's market value as of January 2, 2010 which will in turn be used to calculate property taxes payable in 2011.

What is the role of the assessor?

Assessors use historical sales in order to estimate each property's market value as of the assessment date (January 2) of each year. The assessor also classifies the property according to its use on January 2 of each year.

Assessors also review other quantifiable data such as supply/demand, marketing times, sales concessions, vacancy rates, etc. to help in analyzing whether a market is increasing, stable, or decreasing.

During increasing markets, this may benefit some property owners because a buyer may pay a price that is significantly higher than the assessor placed on the property for the last assessment. For example, if a property is valued by the assessor at \$180,000 for the 2009 assessment (based on sales that occurred between October 2007 and September 2008), and it sells for \$230,000 in August 2009, the new property owner is benefiting from the lower market value for the 2009 assessment which will be used to calculate taxes payable in 2010.

The August 2009 sale of the property will be included in the study period of October 2008 to September 2009 which the

Property Tax Division - Mail Station 3340 St. Paul, MN 55146-3340

This fact sheet is intended to help you become more familiar with Minnesota tax laws and your rights and responsibilities under the laws. Nothing in this fact sheet supersedes, alters, or otherwise changes any provisions of the tax law, administrative rules, court decisions, or other revenue notices. Alternative formats available upon request.

Revised 07/09

Minnesota Revenue, How the Assessor Estimates Your Market Value

assessor will use to value property for the 2010 assessment for taxes payable in 2011.

This same lag time is also present in declining markets. For example, if the assessor places a market value of \$200,000 on a property for the 2009 assessment (again using sales that occurred between October 2007 and September 2008), but the property sells for \$175,000 in August 2009, does it mean the January 2, 2009 assessed value is incorrect? Not necessarily. It could signal a downturn in the housing market just began to occur between September 2008 and August 2009. The assessor will use the August 2009 sale as well as others occurring in the market to estimate 2010 market values.

The assessor does not raise property tax revenues by increasing values. Total property tax revenues are a function of county, school district, and city/town spending as well as state-paid local government aid and other factors. The value and classification of the property are merely a way to divide the total property tax levy among all taxpayers. The total amount of the levy will be collected whether values increase or decrease from one year to the next. An individual's share of the overall tax burden may change from year to year, however.

What are sales ratio studies?

Sales ratios show the relationship between the assessor's estimated market value on a property and the actual sale price of a property.

Each year the assessor performs sales ratio studies on properties that have sold in their jurisdiction. These sales are stratified many different ways including by location and property type (residential, agricultural, commercial, etc.). The sales can also be stratified further such as by home style, subdivision, age of structure, location on or off water frontage, price range, etc.

A single sale may not represent the true market activity. Rather, sales of all properties are reviewed to determine market trends. However, even if there are no sales occurring within the sales ratio study period, assessors are still expected to use their professional judgment and knowledge of the local market to annually value properties in their jurisdiction.

Whenever any real estate is sold for a consideration in excess of \$1,000, a Certificate of Real Estate Value (CRV) is filed. These CRVs are the foundation of all sales ratio studies because they contain important information about each transaction. Assessors then verify the information contained on the CRV in order to determine whether or not the sale represents an open-market arm's length transaction. If the sale does not represent an open-market, arm's length transaction, it may not be used in the sales ratio study.

Simply having an extremely high or low sales ratio is not a valid reason to remove a sale from the sales ratio study. Rather, the extreme ratio indicates a need for additional investigation by the assessor.

Again, sales ratio study periods are generally October 1 of a given year to September 30 of the following year. For example, for the 2010 assessment, assessors use sales that took place between October 1, 2008 and September 30, 2009. This is the reason that assessors' market values may lag a bit behind current market activity.

Assessors will use the median sales ratio as the statistical measure of the overall level of assessment. The median ratio is the middle ratio of all the ratios when they are arranged in order from highest to lowest (or vice versa). The median is used because it is not affected by extreme ratios. Department of Revenue guidelines indicate that the median ratio of a sales ratio study should be between 90 and 105 percent.

Is it possible for the values of some properties to decrease while others increase?

Yes. Each segment of the market is different. Sales prices of certain types of properties can vary widely. Currently, sales of both farmland and recreational properties are strong and show appreciation. However, the sales of residential properties are stable or declining in some areas.

Sometimes it can be difficult to estimate the rate at which a market is increasing or declining. Ideally, a property would sell twice within a certain period of time, such as one year, but all other characteristics of the property would remain the same. That way an appraiser or assessor would be able to isolate a time adjustment to indicate whether the market is increasing or decreasing or simply remaining stable.

Do all areas increase or decline at the same rate?

No. Some areas or neighborhoods are declining at a much faster rate than others that are showing stable values or values that are slightly increasing.

Conclusion

In conclusion, it is essential that taxpayers understand that there may be a legitimate reason for the assessor's annual market value to be different from current market conditions due to the lag time between sales study periods and sales taking place today.

For additional information, please refer to Fact Sheet 12a Understanding Property Taxes and Fact Sheet 12c Understanding Your Assessment and the Appeals Process.

Property Taxation 101



CONNECTING & INNOVATING
SINCE 1913

Property Taxation 101

Updated August 2015

This guide is intended to describe the basics of Minnesota's property tax system. This system collected just over \$6.4 billion in 2015 to help fund the services of schools, counties, cities, townships, and special districts and the state general fund. One of the challenges of trying to understand this system is the complex array of terms involved. As new terms are introduced in this guide, they are shown in *italics*. A glossary at the end of the guide has short definitions of these terms.

Assessment and classification

The property tax system is a continuous cycle, but it effectively begins with the estimation of property *market values* by local assessors. Assessors attempt to determine the approximate selling price of each parcel of property based on the current market conditions.

Along with the market value determination, a *property class* is ascribed to each parcel of property based on the use of the property. For example, property that is owner-occupied as a personal residence is classified as a residential homestead. The "use class" is important because the Minnesota system, in effect, assigns a weight to each class of property. Generally, properties that are associated with income production (e.g. commercial and industrial properties) have a higher classification weight than other properties.

The property classification system defines the *tax capacity* of each parcel as a percentage of each parcel's market value. For example, a \$75,000 home which is classified as a residential homestead has a class rate of 1.0 percent and therefore has a tax capacity of \$75,000 x .01 or \$750. (A

sample of the class rates are included in table A.)

$$[\text{parcel market value}] * [\text{class rate}] = [\text{parcel tax capacity}]$$

The next step in calculating the tax burden for a parcel involves the determination of each local unit of government's *property tax levy*. The city, county, school district and any special property taxing authorities must establish their levy by December 28 of the year preceding the year in which the levy will be paid by taxpayers. The property tax levy is set after the consideration of all other revenues including state aids such as *LGA*.

$$[\text{city budget}] - [\text{all non-property tax revenues}] = [\text{city levy}]$$

For cities within the seven-county Twin Cities metropolitan and on the iron range, the levies are reduced by an amount of property tax revenue derived from the metropolitan and range area *fiscal disparities programs* (see "Fiscal Disparities 101" for more information).

Local tax rates

Local governments do not directly set a tax rate. Instead, the tax rate is a function of the levy and the total tax base. To compute the *local tax rate*, a county must determine the total tax capacity to be used for spreading the levies. The *total tax capacity* is computed by first aggregating the tax capacities of all parcels within the city. Several adjustments to this total must be made because not all tax capacity is available for general tax purposes. The result of this calculation produces taxable tax capacity. Taxable tax capacity is used to determine the local tax rates.

$$[\text{city levy}] / [\text{taxable tax capacity}] = [\text{city tax rate}]$$

The city tax rate is computed by dividing the city levy (minus the fiscal disparities distribution levy, if applicable) by the taxable tax capacity. Under the current property tax system, the tax rate is expressed as a percentage. For example, the average 2015 city tax capacity rate is approximately 46.90 percent. Dramatic changes to the tax system in 2001 increased the average city rate significantly in 2002. This same calculation is completed for the county based on the county's levy and tax base, the school district and all special taxing authorities. The sum of the tax rates for all taxing authorities that levy against a single property produces the total local tax rate. This total local tax rate is then used to determine the overall tax burden for each parcel of property.

Parcel tax calculations

The property tax bill for each parcel of property is determined by multiplying the parcel's tax capacity by the total local tax rate. The tax statement for each individual parcel itemizes the taxes for the county, municipality, school district, and any special taxing authorities.

$$[\text{parcel tax capacity}] * [\text{total local tax rate}] = [\text{tax capacity tax bill}]$$

To complicate the tax calculations, voter-approved referenda levies are applied to the market value of each parcel, not tax capacity. As a result, each identically valued parcel, regardless of the property's use, pays the same amount of referenda taxes (with the exception of certain agricultural and seasonal recreational properties, which are exempted from referenda taxes). In 2015, three counties, 40 cities and 328 school districts levied market value-based levies. These communities must have a separate calculation for a market value referenda levy by the total taxable market value of each community.

$$[\text{parcel market value}] * [\text{market value tax rate}] = [\text{market value tax bill}]$$

$$[\text{tax capacity tax bill}] + [\text{market value tax bill}] = [\text{total tax bill}]$$

State property tax

New to the tax system in 2002 was a state property tax on all commercial, industrial, seasonal recreational, and utility real property. In 2015, this tax raised more than \$849 million statewide; the proceeds are deposited in the state general fund. Prior to 2002, the state last collected a property tax in 1968.

Property tax credits

Several tax credits for various types of properties are available in certain instances. These amounts are subtracted from the overall taxes for each parcel to determine the net tax bill for the individual owner. Minnesota also provides additional property tax relief directly to individual homeowners, cabin owners, and renters through the *circuit breaker* and the *targeting refund* programs (see "State Homeowner Property Tax Relief Programs 101" for more details).

Property tax intricacies

The technical details of computing property taxes mask many other intricacies of the property tax system. Many communities over the past several years have experienced situations where individual property taxes rise much faster than the increase in the levies that are certified by local units of government.

The most common factor that results in an increase in an individual parcel's tax is the change in the parcel's estimated market value. Without any change in local levies, a property owner can experience a tax increase due almost exclusively to any valuation increase.

The Legislature frequently changes the classification system. Changes to the classification system can shift property tax burdens from one type of property to another. Table A demonstrates some of the changes the Legislature has made to class rates since 1997. Commercial, industrial, and apartment properties received significant reductions in their class rates. This shifts tax burden to other classes of property that did not receive class rate reductions. In an effort to minimize the effect of these shifts, the legislature reduced school levies across the state and created the *Market Value Homestead Credit (MVHC)*. This credit reduced property taxes for homesteads by 0.4 percent of the homestead's market value up to a maximum \$304 dollars. As part of the credit program, the state was supposed to reimburse cities for the amount by which the credits reduce cities' tax receipts. Between 2003 and 2011, the Legislature and the governor made significant reductions to the reimbursement amounts for cities. The reimbursement program was eliminated beginning in 2012. Going forward, qualifying homeowners will receive a partial market value exclusion

instead of the credit offset (see "Homestead Market Value Exclusion 101").

Economic factors that may affect broad classes of property can also influence the overall tax changes for individual parcels of property. For example, in the early 1990s the metropolitan area experienced major declines in the valuation for commercial and industrial properties. These valuation declines shifted taxes from property classified as commercial and industrial to all other types of property. Valuation declines also may have accentuated the levy changes by local units of government.

A 2002 law change exempted agricultural and cabin property from voter-approved referenda levies. In some jurisdictions where these types of property are a significant part of the tax base, this change shifted taxes onto other classes of property.

Legislative changes in state aid programs can also affect the revenue needed to be raised from the property tax. In 2002 the legislature eliminated *HACA* and increased the other major aid program, LGA, by \$140 million. In 2003, the Legislature reduced 2003 LGA by about \$120 million and 2004 LGA by about \$150 million. In 2005, however, the Legislature added about \$48 million to the LGA program for 2006 and beyond, \$4 million of which is directed to cities under 5000 via a per capita aid base. In December 2008, the governor used the unallotment authority to reduce cities' LGA and MVHC payments. Actual aid and credit payments for 2009 and 2010 were reduced by \$64.2 million and \$128.3 million, respectively, through the power of unallotment¹. The legislature cut MVHC reimbursement by \$45 million and LGA by \$7.8 million during the 2010 session—these cuts were in addition to the ratified unallotments. The 2011 special session

¹ The 2010 legislature later ratified the governor's unallotments.

budget agreement cut LGA by \$102 million, leaving roughly \$425.3 for 2011 and 2012. In 2012, legislators passed an LGA freeze for payments due in 2013. The 2013 legislature increased the LGA appropriation by \$80 million for 2014. The 2014 legislature also boosted the LGA appropriation by \$7.8 million in calendar year 2015 to \$516.9 million.

Levy limits also impact local levy decisions. During the 2003 session, cities that had been previously covered by levy limits lost any unused levy authority. There were no levy limits in place for 2008 but the Legislature did pass new levy limits for cities over 2500 for taxes payable in 2009, 2010, and 2011. The 2013 legislature implemented one-year levy limits for taxes payable in 2014 for cities over 2500 in population. There were no levy limits in place for taxes payable in 2015. This discussion is only a general overview of the current Minnesota property tax system. Over time, the system has become more complex and difficult for taxpayers to understand. Unfortunately, local officials must frequently explain how the system works and take the blame for the complicated features of the system. Local officials, however, can only control local levy decisions. They have no direct ability to modify the overall structure of the tax system and are at the mercy of the Minnesota Legislature.

Glossary of Terms

Circuit breaker - A state-paid property tax refund program for homeowners who have property taxes out of proportion with their income. A similar program is also available to renters.

Class rates - The percent of market value set by state law that establishes the property's tax capacity subject to the property tax. See Table A for a sample list of class rates.

Fiscal disparities programs - Local units of government in the Twin Cities metropolitan area and on the iron range participate in property tax base sharing programs. Under these two programs, a portion of the growth in commercial and industrial property value of each city and township is contributed to a tax base sharing pool. Each city and township then receives a distribution of property value from the pool based on market value and population in each city.

Homestead and agricultural credit aid (HACA) - A \$200 million property tax relief program that was eliminated in 2001.

Homestead Market Value Exclusion (HMVE) - Starting with taxes payable in 2012, eligible homesteads will pay property taxes on only a portion of the value of their homes. The maximum exclusion, 40% of value, occurs at home value of \$76,000 and phases out as home value grows.

Local government aid (LGA) - A state government revenue sharing program for cities and townships that is intended to provide an alternative to the property tax. The formulae for distributing the aid payments were changed for 2004 and beyond. The 2008 Legislature implemented additional formula changes. LGA is distributed using different formulae for cities over 2,500 and cities under 2,500. Large city formula factors are: pre-1940 housing percentage, population decline over last decade, accidents per capita, average household size, metro or non-metro, and adjusted net tax capacity per capita. Small city formula factors are: pre-1940 housing percentage, population decline over last decade, commercial/industrial property percentage, and population. In 2006, a new aid base for small cities was created. Cities under 5,000 in population received base aid equal to \$6 per capita. The 2008 reforms

resulted in several other changes and additions to aid base. The formula was again changed in 2013 for aid distributions in 2014 and beyond (see “Local Government Aid 101: 2014 Distribution and Beyond”).

Local tax rate - The rate used to compute taxes for each parcel of property. Local tax rate is computed by dividing the certified levy (after reduction for fiscal disparities distribution levy and disparity reduction) by the taxable tax capacity.

Market value - An assessor’s estimate of what property would be worth on the open market if sold. The market value is set on January 2 of the year before taxes are payable.

Market value homestead credit - This credit offset a portion of each homestead's property tax burden equal to .4 percent of the homestead's market value up to a maximum credit of \$304. For taxes payable in 2012 and beyond homestead properties will not receive a credit but rather see a portion of the value excluded from taxation (for eligible properties).

Property class - The classification assigned to each parcel of property based on the use of the property. For example, owner-occupied residential property is classified as homestead.

Property tax levy - The tax imposed by a local unit of government. The tax is established on or around December 28 of the year preceding the year the levy will be paid by taxpayers.

Targeting refund - a state paid property tax refund for homeowners whose property taxes have increased by more than 12 percent. A similar program is available to cabin owners.

Tax capacity - The valuation of property based on market value and statutory class rates. The property tax for each parcel is based on its tax capacity.

Total tax capacity - The amount computed by first totaling the tax capacities of all parcels of property within a city. Adjustments for fiscal disparities, tax increment and a portion of the powerline value are made to this total since not all tax capacity is available for general tax purposes.

Truth-in-Taxation - The “taxation and notification law” which requires local governments to set estimated levies, inform taxpayers about the impacts, and announce which of their regularly scheduled council meetings will include a discussion of the budget and levy. Taxpayer input is taken at that meeting.

Table A: class rates

Property Class	Taxes Payable 2014	Local Taxes Payable 2015	State Tax Payable 2015
Residential Homestead: 1 st \$500,000 ¹ >\$500,000	1.0% 1.25	1.0% 1.25	No state tax
Non-homestead Residential: Single unit: 1 st \$500,000 ¹ >\$500,000 2-3 unit buildings	1.0 1.25 1.25	1.0 1.25 1.25	No state tax
Market-rate Apartments:	1.25	1.25	No state tax
Commercial/Industrial: 1 st \$150,000 ² >\$150,000	1.5 2.0	1.5 2.0	Subject to state levy (commercial-industrial rate)

Seasonal Recreational Residential: 1 st \$500,000 >\$500,000	1.0 1.25	1.0 1.25	Subject to state levy (seasonal- recreational rate)
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¹First tier limit was \$72,000 for 1997, \$76,000 for 2000, and \$500,000 for 2002 and thereafter

²First tier limit was \$100,000 for 1997, \$150,000 thereafter

Resources

League of Minnesota Cities

<http://www.lmc.org/page/1/property-tax-state-funding-fiscal-issues.jsp>

- Local Government Aid 101: 2014 Distribution and Beyond
- Fiscal Disparities 101
- State Homeowner Property Tax Relief Programs 101
- Homestead Market Value Exclusion 101

Updated August 2015

Why Your Property Taxes Change from Year to Year



Minnesota has a complicated property tax system— Understand the “what,” “when,” “why,” and “how” of your property taxes and get answers to frequently asked questions like this one:

- Q** What makes my property tax bill change from year to year?
- a. My property’s value
 - b. My neighbor’s property value
 - c. My city council, my county board, and my school board
 - d. The state Legislature
 - e. All of the above

See the next page for the answer to this question and more like it



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The League of Minnesota Cities is a membership organization dedicated to promoting excellence in local government. The League serves its more than 800 member cities through advocacy, education and training, policy development, risk management, and other services.



- Q** What makes my property tax bill change from year to year?
- a. My property's value
 - b. My neighbor's property value
 - c. My city council, my county board, and my school board
 - d. The state Legislature
 - e. All of the above

A Answer: All of the above.
The decisions of your city council, county board, and school board about the amount of tax dollars they need to deliver services may be the most obvious factor in your property tax bill. But the value of your property, the total value of all the property in your community, changes in state programs, and changes in state laws that affect the tax system also play a role. Changes in any of these factors can make your tax bill go up in some years and down in others.

More answers to your property tax FAQs

Q Some of the local news coverage talks about city budgets and other coverage talks about city levies. Are they the same thing?

A The property tax levy is the amount of money that the city (or other local government) decides it needs to collect from property owners in order to deliver services. Property taxes, however, are just part of the overall city budget. The budget includes both discretionary spending (for services the city is free to choose to provide) and non-discretionary spending (to meet obligations such as paying off debt). The budget includes all the dollars that the city collects from various sources—fees, grants, revenue sharing, and property taxes.

Q What governments collect property taxes?

A Your property tax bill is a total of taxes owed to several local governments and, for some types of property, to the state. Cities, counties, school districts, and townships are separate governments. They all collect money through the property tax in order to provide services. Special districts, like watershed districts, also collect property taxes, but those taxes are usually a very small part of the total bill. The state collects property taxes from business property and seasonal/recreational property such as cabins.

Q What do I get for my property taxes?

A Local governments get the money they use to deliver services from a few different sources: property taxes, fees, revenue sharing with the state, and grants. Property tax dollars pay for the services that everyone in the community—as well as visitors, commuters, and tourists—can access. This includes things like streets, police and fire services, parks, and libraries. Other services—like economic development programs to help businesses grow and develop, snowplowing, garbage removal, and recycling are also typically paid for with property tax dollars.

Q Why does my tax bill come from the county?

A For efficiency, counties have been designated by the state Legislature to administer most aspects of the property tax system on behalf of all local governments. County staff calculate the tax bills for each property in the community and then collect tax payments from property owners. After your property taxes are paid, the county then properly distributes the money to the various local governments and to the state.

Q When do I pay my property taxes?

A Most property owners pay their taxes in two installments—the first half in May and the second half in October. This semi-annual payment occurs even if your property taxes are collected by your mortgage company with your monthly mortgage payment.

Q I get several property tax statements each year. How do I make sense of them?

A Generally, three statements are sent to property owners each year: one in November, and two statements generally in March or April. The November statement shows you the amount of taxes local governments are proposing to collect in the following year. It will include an estimate of what your tax bill will be. Local governments can decrease the amount of taxes they will collect as they finalize their budgets, but they cannot increase the amount after this notice goes out, except in very limited circumstances such as natural disasters.

The second notice that you receive generally in March or April is a notice of the estimated value of your property and the property's "use" classification (e.g., homestead, apartment, commercial, etc.), which is also known as the property assessment. All property is valued at its market value and classified according to its use on Jan. 2 of each year. Any improvements or destruction made to a property after Jan. 2 will be evaluated for the following year's assessment.

The valuation of your property provided on the annual valuation notice is not used to compute your property taxes until the next calendar year. So, the spring 2014 valuation notice will be used for taxes payable in 2015. This is because all property owners have the right to challenge the valuation of the property. Information on how to contest a property's valuation is contained on the valuation notice.

Q When does my tax bill come?

A The third notice, generally received in March of each year, is the actual tax bill. It will show what you owe in property taxes to each local government—your county, city or township, school district, any special district, and the state. Some local governments will also include information about the kinds of services that the property tax dollars will support.

Q There is something labeled “homestead exclusion” on my tax statement. What is that?

A A relatively new state program excludes some of the value of many residential homesteads from property taxes, meaning taxes are not paid on that portion. The statement will show you how much of the assessed value of your homestead is excluded from taxation.

Q If I make an improvement or addition to my house, will I pay more in property taxes?

A In some cases, yes, but not necessarily. The change in your tax bill depends on a lot of factors other than changes in the value of your home. It is also affected by things like whether all the properties in the city taken together (tax base) grow or shrink in value, whether the local governments collect more or less money in property tax, and changes to the tax system state lawmakers make. For example, let’s say you add a bedroom to your home, and its value increases by \$20,000. If local governments don’t change how much property tax they need to collect and the rest of the tax base is unchanged, then you will pay more in property tax because your property is now a bigger piece of the pie. But if the tax base as a whole increases in value—maybe a new development was built—then your piece of the pie may not be bigger and you may not pay more in tax.

Q How does the city—or any local government—decide what services to provide?

A City councils review the services they currently provide and think about what local preferences are and what population trends suggest about the kinds of services people will need. For example, one community might favor running its own pool while another does not see the need. Communities with lots of young families need to offer different kinds of services than communities seeing big increases in the number of senior residents. Sometimes cities have to provide certain services in order to comply with state or federal laws. Some common examples are requirements for testing drinking water and making public buildings accessible to people with disabilities.

Q How does the city decide how much to collect in property taxes?

A Cities look at their costs—like gasoline, road salt, salaries, and building repairs. They also determine the amount of money the city needs to provide the services residents expect and depend on. Councils then examine the dollars coming into the city from other sources—like fees people pay to use the recreation center or to license their dogs, grants from state and federal governments, and state revenue sharing. Property taxes make up the gap between money coming in from non-tax sources and the money needed to run the city. Other local governments (e.g., counties, schools) go through a similar process to set their property tax amounts.

Q Last year, the taxes I had to pay to the county and school district were lower, but the taxes I had to pay to the city stayed about the same. Why did that happen?

A One of the factors that affects whether your tax bill goes up or down is the change in value of all property within the taxing jurisdiction. In recent years, the value of farm property has grown significantly faster than that of other kinds of property such as residential homes and businesses. The property taxes collected by the county and the school districts are collected from a larger geographical area that includes many more farms than are the taxes collected by the city. That means the county and school district taxes get spread across a bigger tax base when those farm values increase, and your share of the tax pie for county and school district property tax shrinks. Your share of the city tax pie, though, may remain about the same.

Q Are property taxes the only way that the city takes in money?

A Cities have several sources of revenue, but the two largest sources are property taxes and state revenue sharing. Property taxes are collected from the owners of homes, businesses, and farms within the city. State aid dollars, such as local government aid and municipal state aid for roads, are funded by the sales taxes, income taxes, and gas taxes that we all pay to the state. Some of those dollars are redistributed to cities through revenue sharing.

Cities also get money from a few other sources. One source of revenue is fees. Some examples of common fees that people pay to cities are for: dog licenses, building permits, use of the community pool, fines for failure to remove snow from the sidewalk, and water and sewer services. Cities also get some money from grants. These come from the state or federal government and are used for very specific purposes such as a building improvement.

Q How does the state affect my property taxes?

A State law spells out all aspects of the property tax system. All properties within cities are classified as one of more than 50 types according to the system set by state policymakers. Property types include home, commercial, apartment building, farm, bed and breakfast, railroad, and duplex. Each property type is assigned a classification rate. This indicates what portion of the property's value is taxable.

The state also implements programs, such as fiscal disparities and tax increment financing, which can affect tax bills. The fiscal disparities programs operate in the metro area and on the Iron Range. Through these programs, part of the tax dollars that cities collect are from the regional tax base. This shifts some of the tax burden. With tax increment financing, cities can finance public improvements over time with the tax dollars collected on new development such as an industrial park.

The state also imposes mandates that require cities and other local governments to do certain things. These mandates can increase costs for cities and counties. Many mandates are for good reasons, like the rules to maintain clean drinking water. But they do result in pressure on city budgets.

From time to time, the state Legislature has also imposed "levy limits" on larger cities and counties. In some cases, these limits can require cities and counties to reduce the amount of property tax dollars they collect.

Q How can I get help paying my property taxes?

A The state has increased funding for direct property tax relief over the last few years. There are a few different programs through which property owners and renters can get help with their property taxes. These programs provide state-paid refunds for qualifying property owners. There is another program in which seniors can defer some of the property taxes that they owe.

Q Where can I learn more about the property tax system?

A The League of Minnesota Cities offers several resources that explain the property tax system. They are available at www.lmc.org/property-tax



Understanding Property Taxes

12a

Property Tax Fact Sheet 12a

Fact Sheet

This fact sheet is the first in a series of three fact sheets that were designed to assist taxpayers in the understanding of the basic concepts of their annual assessment and property tax administration. Please see Fact Sheets 12b and 12c for additional information.

Why do we have property taxes?

The money raised by property taxes is a major source of funding for school districts, cities and townships, counties, and special taxing districts. Local property taxes help fund many programs and services including public schools, fire stations, police protection, streets, libraries, and more.

Certain types of properties – including seasonal/cabin, commercial/industrial, and un-mined iron ore – are also subject to a state-level property tax. Receipts from this “state general tax” go into the general fund.

A key benefit of the property tax system is that the revenue it raises tends to remain stable. Compared with sales or income taxes, the property tax is less susceptible to recessions or other changes in income or spending trends. In addition, since local jurisdictions only levy what they need to cover their annual needs, there is no surplus or deficit.

What affects my property tax bill?

Government spending and revenues will affect your tax bill the most. If spending increases or revenues from other sources such as state aid decrease, your property taxes may increase. Conversely, if spending decreases or revenue from other sources increases, you may see a decrease in your property tax bill.

Since property taxes are levy-based, it is possible to have your property tax increase while your market value decreases and vice versa.

Your share of the overall property tax levy is determined by the market value and classification of your property. The estimated market value and classification of your home are determined by the

assessor as of January 2 of each year. Assessors estimate the value of your property using historical sales of similar properties.

There is no direct relationship between estimated market value and property tax liability. Instead, your property’s taxable market value is used to determine how much property tax is due. These two values may differ for a number of reasons, including tax deferral programs, homestead and other value exclusions, or reductions for specific types of property.

The classification of your property is based on its use on January 2. Each class of property (residential, apartment, cabin, farm, commercial, etc.) has a different classification rate. These rates are set by the Legislature and calibrated so that some property types pay a greater share of the property tax than others. For example, commercial properties pay more than residential homesteads and agricultural properties.

How are my taxes determined?

First, each local jurisdiction will determine the revenue needed from property taxes. This amount – the levy – is calculated by subtracting all non-property tax revenue from the total proposed budget.

Total Proposed Local Budget
- All non-property tax revenue (state aid, fees, etc.)
= Property tax revenue needed (levy)

The levy is then spread among all taxable properties according to their net tax capacity. A property’s tax capacity is calculated by multiplying the taxable market value by the state-mandated classification rate.

$(\text{Taxable Market Value}) \times (\text{Class Rate}) = \text{Tax Capacity}$
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Property Tax Division - Mail Station 3340 St. Paul, MN 55146-3340

This fact sheet is intended to help you become more familiar with Minnesota tax laws and your rights and responsibilities under the laws. Nothing in this fact sheet supersedes, alters, or otherwise changes any provisions of the tax law, administrative rules, court decisions, or other revenue notices. Alternative formats available upon request.

The final step is to calculate the local property tax rate by dividing the property tax revenue needed in a jurisdiction by its total tax capacity.

Local Tax Rate	=	$\frac{\text{(Property tax revenue needed)}}{\text{(Total Tax Capacity)}}$
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The county auditor will also calculate and apply any credits, referendum levies, and the state general tax (for certain types of property).

Combining the above calculations, the basic formula to determine an individual property's tax amount is:

	Taxable Market Value
x	Class Rate
=	Tax Capacity
x	Local Tax Rate
=	Base Tax
-	Credits
+	Referendum Amounts
+	State General Tax
=	Total Property Tax Payable

What is a "Truth in Taxation" notice?

Every year, after November 10, but before November 25, all property owners receive a "Truth-in-Taxation" notice by mail. The notice contains:

- valuation and classification information on your property for the current and previous assessment years;
- your current-year property tax amounts; and
- an estimate of how your taxes may change based on your taxing district and local budget decisions for the following year.

The Truth-in-Taxation notices are required to show dates, times, and places for the scheduled meetings in which the budget and levy will be discussed and finalized. These meetings must occur after November 24. The public must be allowed to speak at these meetings for the city, county, and school district and they must not be held prior to 6 p.m.

These meetings are held to give taxpayers an opportunity to voice their concerns over the jurisdiction's proposed budget. They are not a forum for taxpayers to appeal their market value or their individual proposed property tax amounts.

Property Tax Statement

The County Treasurer's Office mails a tax statement to property owners by March 31 of each year. The statement provides an itemized list of the property tax due to each taxing authority. The dollar amounts must be listed separately for the state general tax (if applicable), county, municipality or township, voter-approved school tax, other local school tax, and other special taxing districts. The statement must also include any tax on contamination value and any other special assessments on the property.

Real property taxes are due in equal installments on May 15 and October 15 of each year (unless the amount is \$50 or less [\$250 or less starting with taxes payable in 2010] in which case taxes are due in full on May 15). If a property is classified as agricultural property, the 2nd half is not due until November 15.

Conclusion

In conclusion, it is essential that taxpayers understand that there is no direct relationship between estimated market value and property tax revenue. It is possible to have your property tax increase while your market value decreases and vice versa. Government spending and revenues will affect your tax bill the most.

For additional information, please refer to Fact Sheet 12b How the Assessor Estimates Your Market Value and Fact Sheet 12c Understanding Your Assessment and the Appeals Process.

Property Tax Statement 101



CONNECTING & INNOVATING
SINCE 1913

Property Tax Statement 101

Updated August 2015

This guide is intended to help explain the basics of the property tax system to residential taxpayers by “walking through” each section of the property tax statement. Minnesota homeowners receive the tax statement for their property in March. Property taxes are derived from the property assessment, the local government levies and any voter approved referenda. Credits, refunds, exemptions and exclusions complicate the system. See the “[Property Taxation 101](#)” document for a more detailed description of the property tax system and a glossary of terms.

The Layout

The property tax statement is brief but contains a lot of information. The property tax statement not only communicates the amount due in the current year but provides comparison with the previous year’s valuation, property classification, reductions from state aid and credits and total tax amounts.

Layout of the statement may vary slightly from county to county but the content will generally be the same. The front page lists identifying information about the county auditor, the subject property and the taxpayers. The rest of the front page, which shows the taxes due, will be discussed in more detail in the following sections.

The back page of the statement contains information about refund programs available to eligible homeowners. See the “[Property Tax Relief 101](#)” document for a summary of state-paid refund programs. A summary table of late payment penalties also appears on the

back page. The back page may also contain other tax related notices.

Tax Values & Classification

This section contains information on the market value and classification of the property.

The *estimated market value* is determined by an assessor and represents an estimate of how much the property would be worth on the open market if sold. The *taxable market value* is the estimated market value minus any excluded property improvements or other exclusions. Beginning with taxes payable in 2012, a portion of eligible homestead market value is excluded from property taxation. This is known as the Homestead Market Value Exclusion (HMVE). For more details on that program and how the exclusion is calculated, refer to the [HMVE 101](#).

Every parcel is classified based on use and assigned a *classification rate*. Income-producing properties generally have higher class rates. These rates are

set by the legislature and are not tax rates but a weighting system. In other words, if two properties had equal market values but different class rates, the property with the higher class rate would have a higher tax capacity. The property tax statement may show the abbreviated classification name, such as *Res. Hmstd.* (residential homestead).

The Mechanics of Taxes

The market value and classification is used to determine the property tax bill. Most property taxes are levied against the parcel's tax capacity and some are levied against the taxable market value.

- The *tax capacity* of a parcel is determined by multiplying the parcel's market value by its classification rate. For example, a home with an assessed market value of \$250,000 has a class rate of 1.0% which equals a tax capacity of \$2,500.

Property taxes that are levied against tax capacity are calculated using tax capacity rates. These rates are determined by dividing the tax capacity levy by the total tax capacity of a jurisdiction. The sum of all tax capacity rates, the total local tax rate, is multiplied by a parcel's tax capacity to determine the tax capacity portion of the tax bill.

Voter-approved referenda levies are applied to a parcel's taxable market value instead of the tax capacity. The market value rate is found by dividing the market value levy by the total market value. Multiplying the market value rate by the parcel's taxable market value results in the market value portion of property taxes. The tax capacity portion

plus the market value portion less any credits comprise the total tax bill for a property.

Taxes payable for the current year and previous year are listed at the top of the tax detail section on the statement. These amounts do not include any special assessments and are used to determine eligibility for refund programs.

State Aid Reductions

The statement must contain a section that details how an individual's taxes have been reduced by state aid and credit programs. The tax amount without any aid or credits applied is shown first, with deductions for aid and credits itemized separately.

All state aid amounts that cities may receive are certified by July. For cities that receive it, aid helps close the gap between a city's expenditure needs and its ability to raise revenues through property taxes, fees, charges and other sources of revenue. See the "Local Government Aid 101" document for more information on LGA, the largest state aid program.

Through 2011, an individual property tax bill may be reduced by applicable credits. One of the most common was the Market Value Homestead Credit, but this program was eliminated beginning with tax year 2012. Now, there is the HMVE program ([HMVE 101](#).)

The taconite tax relief program is available to taconite relief areas on the Iron Range. The value of the credit is dependent on characteristics such as the value of iron ore in the jurisdiction and the proximity to mines.

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Property Tax by Jurisdiction

The tax statement itemizes tax amounts for each taxing jurisdiction and any voter-approved referenda levies. All of the different levies are summed, showing the total property tax amount before special assessments.

An individual parcel is typically in several taxing jurisdictions: city, county, school district and any special property taxing districts, such as a watershed district. Each jurisdiction levies a tax and there is a different tax rate for each jurisdiction. Jurisdictions do not set the tax rate; rather it is a function of the jurisdiction's levy and total tax base.
[levy] / [tax base] = [tax rate]

Cities, school districts and counties must establish the preliminary *property tax levy* by the end of September. The final levy can be less but not more than the preliminary amount. In very simple terms, the levy is determined by the following calculation:

[budget] – [all non-property tax revenues] = [levy]

Special Assessment

Any special assessments on the property are listed by type of assessment. The sum of any assessments owed is then added to the property tax subtotal.

Pay Stubs

The bottom of the statement contains pay stubs showing the amount and date due that are to be submitted with each payment. The pay stubs are not used by taxpayers who pay property taxes along with their mortgage payments.

Half of the total tax payment is due May 15th with the remaining half due October 15th. A penalty fee is assessed for late

payments. The back of the statement explains how to calculate penalties. The payment amounts must be paid in full even if the taxpayer is eligible for a refund.

City, county and school district web sites often have additional information on budgets, spending priorities, etc. The League of Minnesota Cities website offers a calculator tool to compare taxes on properties in different cities and in different years.

Timeline and Additional Information

The entire process for assessing, calculating, imposing and collecting property taxes actually takes two full years and is administered by counties. Taxpayers receive two documents prior to the tax statement.

Assessors determine market values by January 2 of the year before taxes are payable. In other words, market values for taxes payable in 2015 were set in January of 2014. Property owners receive notice of the market value from the assessor in March of each year. An appeals process is established for property owners who disagree with the assessed valuation.

Truth-in-taxation (T-n-T) notices are mailed to property owners in November and show the tax burden under the proposed levy. The notice lists both actual taxes paid in the previous year and proposed taxes. Taxpayers can see what factors contributed to change in the property taxes due (i.e., changes in spending by one or more jurisdictions, classification changes, assessed value change, etc.). During their budget-setting process, usually in the fall, cities over 500 are required to publish which

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of their regularly scheduled council meetings will include a discussion of the budget and levy. Residents can use that opportunity to ask questions and share their thoughts on the city's budget plans. The levy may change as a result of this meeting, future referendums, legal

judgments, natural disasters or special assessments. A jurisdiction's final levy must be certified at the end of December.

Resources

League of Minnesota Cities

<http://www.lmc.org/page/1/property-tax-state-funding-fiscal-issues.jsp>

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Big Lake Community Information

Economic Development



Contact

City Administrator

160 Lake Street North

Big Lake, MN 55309

763-263-2107

Fax: 763-263-0133

[City of Big Lake website](#)

City Population: 12,524 (2023 estimate)

Population Growth Rate: +76.8% from 2000-present

School District: 727

Number of Schools: 4

Number of Students: 3,200

Major Transportation Routes: US Hwy 10 and MN Hwy 25.

Top Employers:

Big Lake Schools, Cargill, Howmet Aerospace, LISI MEDICAL Remmele, Coborn's, Options, Inc., Premiere Marine (once in operation)

Chamber of Commerce:

www.biglakechamber.com 763-263-7800

City Services:

Big Lake City Hall 763-263-2107

Big Lake Maintenance Department 763-263-2268

Big Lake Chamber of Commerce 763-263-7800

Schools:

The City of Big Lake's Area School District 727 is comprised of four schools. Approximately 3,400 students are enrolled in the district. Call 763-262-2537 for more information, or visit the website at www.biglake.k12.mn.us

Churches:

Six places of worship within Big Lake serve a variety of denominations.

Medical Services:

A variety of chiropractic, dental clinics and senior care facilities are located in the immediate area.

Hospitals:

Monticello-Big Lake Community Hospital in Monticello 763-295-2945

Mail Services:

First Class Post Office and Express Service available.

Financial Institutions:

Riverwood Bank 763-262-2265

Klein Bank 763-427-4350

Newspapers:

Patriot News (weekly)

Minneapolis Star Tribune (daily)

St. Paul Pioneer Press (daily)

Telecommunications: (Telephone, Cable, Internet)

Charter Communications 800-581-0081

Arvig Internet

Sherburne County Rural Tel Co. 763-262-4100

Windstream Communications 763-263-3022

Electricity:

Connexus Energy 800-642-1672

Xcel Energy 800-895-4999

Natural Gas:

CenterPoint Energy 800-245-2377

Refuse and Recycling:

Ace Solid Waste, Inc. 763-427-3110

Birchem Sanitation 763-441-3572

Republic Services 763-479-3335

Veolia Environmental Services 888-251-8919

Waste Management 320-253-6491

Additional Contact Information

- Relating to your property value, please contact: The Sherburne County Assessor's Office at 763-765-4900 or assessor@co.sherburne.mn.us

- Relating to your overall tax statement, please contact: The Sherburne County Auditor/Treasurer's Office at 763-765-4351 or auditor@co.sherburne.mn.us

- Relating to your City taxes or the City Budget, please contact: Finance Director, Deb Wegeleben, at 763-251-2974 or dwegeleben@biglakemn.org

Statistical Information

TOP TAXPAYERS OF BIG LAKE CITY

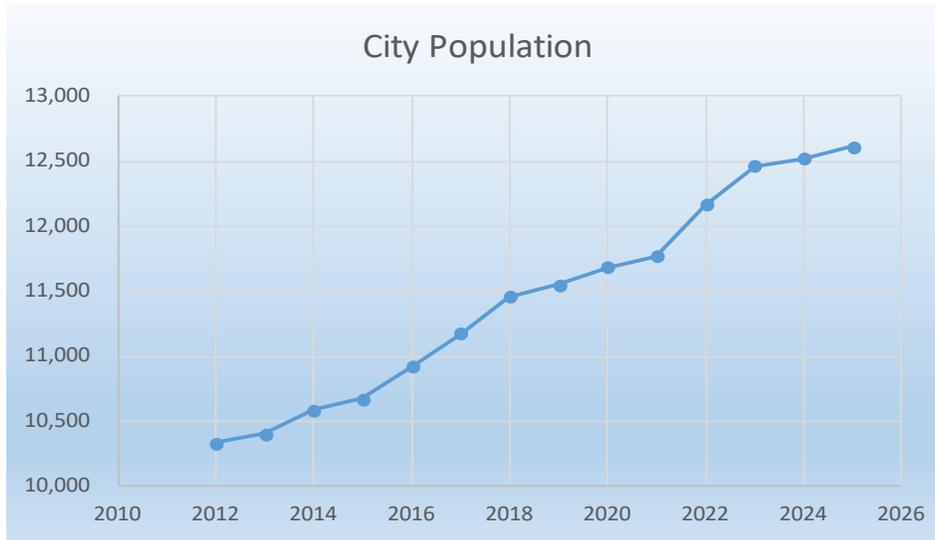
Name	2024 - Total Tax Rate Net Tax Capacity	15,067,404	
		Net Tax Capacity Total	Percentage of Total Net Tax Capacity
		Total	
CARLSON DEVELOPMENT GROUP, LLC		247,070	1.64%
STATION ST APTS OF BIG LAKE LLLP		182,308	1.21%
NORTHERN STAR APARTMENTS LLC		125,400	0.83%
REMMELE ENGINEERING, INC		112,606	0.75%
BIG LAKE 2018, LLC		110,720	0.73%
KELLER LAKE ACQ LLC		91,175	0.61%
CARGILL KITCHENS		82,096	0.54%
LISI MEDICAL REMMELE INC		81,980	0.54%
NYSTROM RTC LLC		64,662	0.43%
CENTRACARE HEALTH SYSTEM		58,890	0.39%
MINNEGASCO PROPERTY ACCNTNG		56,336	0.37%
SHERBURNE PARK ESTATES LLP		51,510	0.34%
ALACRITY INVESTMENTS IV LLC		51,498	0.34%
PARAGON REAL ESTATE LLC		50,908	0.34%
SHIOTA, FRED I & JANE E		49,694	0.33%
GREAT RIVER ENERGY		46,248	0.31%
NORTHERN STATES POWER COMPANY - MN		46,144	0.31%
THE CROSSING II OF BIG LAKE LTD PTN		42,410	0.28%
TOWN SQUARE RESIDENTIAL SUITES LLC		41,363	0.27%
ARROW COMPONENTS CORPORATION		40,906	0.27%
CB MARKETPLACE CROSSING LP		39,848	0.26%
LAKEDALE TELEPHONE COMPANY		36,966	0.25%
BIG LAKE BUSINESS CENTER, LLC		35,608	0.24%
CAZ PROPERTIES, LLC		34,880	0.23%
MDI LIMITED PARTNERSHIP #69		34,028	0.23%
		<hr/>	
		1,815,254	12.05%

Source: Sherburne County

Major Employers:

Big Lake Schools	Premier Marine
Cargill	Coborn's
Howmet Aerospace	Options, Inc.
LISI MEDICAL Remmele	

Statistical Information – (continued)



Source: Minnesota State Demographic Center

Community Profile

Big Lake is one of the youngest and fastest growing cities in the State of Minnesota. Established and prospective businesses will have a positive development and/or expansion experience including: a welcoming and friendly relationship with City staff, local and regional financial incentives, a workforce with Midwest talent and ethics, variety of housing types, strong school district, access to a full-service community hospital, and opportunities to participate in the many exciting community events that Big Lake has found to be successful. The City of Big Lake is primed for business success!

Past utility infrastructure investments have prepared Big Lake for capacity expansion for years to come, and have created unique opportunities to reduce risk for developers. Multiple sites have been certified under the Shovel Ready Program that offer public utilities, three-phased electricity, along with a high-speed fiber broadband connection.

Population: 12,610

Source: MN State Demographers Office

Median Age: 31.7

Source: United States Census Bureau

Households: 4,349

Source: MN State Demographers Office

Statistical Information – (continued)

Median Home Value: \$291,700

Source: United States Census Bureau

Average Household Income: \$113,333

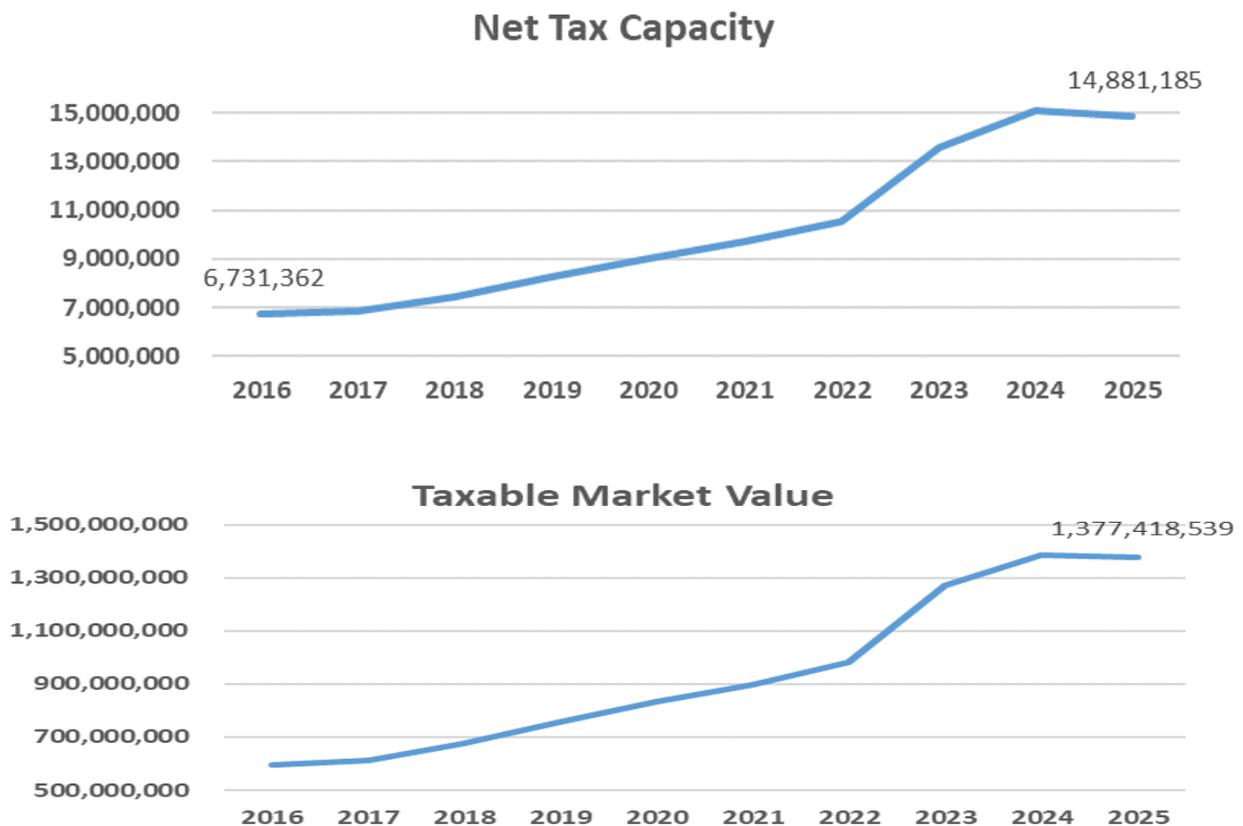
Source: United States Census Bureau

Quality of Life:

Big Lake is populated primarily by young families who value the quality of life that their City offers them. Big Lake ensures an exceptional quality of life by actively enhancing community cohesiveness, cultural events, parks and natural resources, technology advancements, and financial transparency. Big Lake also supports a robust partnership with the Big Lake School District.

Engaged Big Lake citizens find ideal recreational opportunities throughout its 19 beautiful maintained City parks, over 20 miles of hiking and biking trails, and the Big Lake destination swimming beach. The weekly Farmers Market, Music in the Park events, and the annual Spud Fest highlight the summer season; similar community gatherings are scheduled year-round.

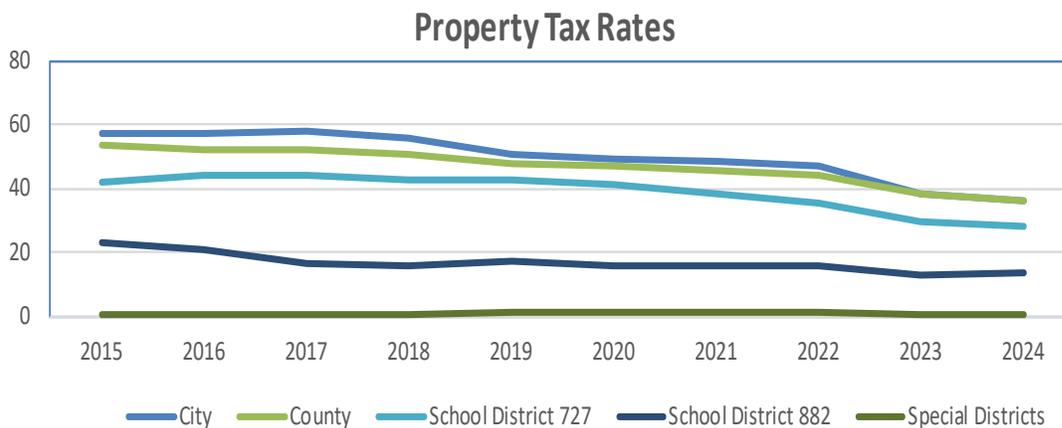
City of Big Lake Taxable Market Value and Net Tax Capacity Changes



PROPERTY TAX CAPACITY RATES - DIRECT AND OVERLAPPING GOVERNMENTS

LAST TEN FISCAL YEARS
(PER \$1,000 OF TAX CAPACITY)
 (modified accrual basis of accountign)

Year Taxes Payable	Overlapping Taxing Districts					Total (2) Direct and Overlapping With 727	Total (2) Direct and Overlapping With 882
	City of Big Lake	Sherburne County	Big Lake School District No 727	Monticello School District No 882	Special Districts (1)		
2015	57.518	53.968	42.077	22.882	0.305	153.868	111.791
2016	57.112	52.352	44.190	20.857	0.743	154.397	110.207
2017	57.936	52.077	44.163	16.242	0.726	154.902	110.739
2018	55.643	50.825	42.943	15.621	0.674	150.085	107.142
2019	50.898	47.899	42.767	16.972	1.574	143.138	100.371
2020	49.223	47.399	41.409	15.865	1.410	139.441	98.032
2021	48.471	45.810	38.240	15.390	1.341	133.862	95.622
2022	47.505	44.057	35.365	15.459	1.233	128.160	92.795
2023	38.545	38.612	29.868	12.865	0.960	107.985	90.982
2024	36.384	36.581	28.417	13.525	0.863	102.245	87.353



Note 1: Special Districts include Economic Development Authority (this began in 2014, Hospital District ended in 2013)
 Note 2: Information reflects total tax rates levied by each entity. Tax rates are expressed in terms of "net tax capacity". A property's tax capacity is determined by multiplying its taxable market value by a state determined class rate. Class rates vary by property type and change periodically based on state legislation. School districts have an additional tax rate that is based on the market value not the net tax capacity, this rate is not included in the total.

Source: Sherburne County Auditor/Treasure Department

Glossary of Budget Terms

Account

A term used to identify an individual asset, liability, expenditure controls, revenue control, or fund balance.

Accrual Basis of Accounting

The method of accounting under which revenues are recorded when they are earned and expenditures are recorded when goods and services are received.

Activity

A specific and distinguishable line of work performed by one or more organizational components of a governmental unit for the purpose of accomplishing a function for which the governmental unit is responsible. For example, "Code Enforcement" is an activity performed in the discharge of the "Planning" function.

Adoption

The formal action taken by the City Council to authorize or approve the budget.

Appropriation

An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is limited in amount to the time it may be expended.

Assessed Valuation

Value placed upon real estate or other property as a basis for levying taxes.

Assigned Fund Balance

Amounts a government intends to use for a specific purpose; intent can be expressed by the government body or by an official or body to which the governing body delegates the authority.

Audit

The examination of documents, records, reports, systems of internal control, accounting and financial procedures, and other evidence for one or more of the following purposes:

- a) To ascertain whether the statements prepared from the accounts present fairly the financial position and the results of financial operations of the constituent funds and balanced account groups of the governmental unit in accordance with generally accepted accounting principles applicable to governmental units and on a basis consistent with that of the preceding year.
- b) To determine the propriety, legality, and mathematical accuracy of a governmental unit's financial transactions.
- c) To ascertain whether all financial transactions have been properly recorded.
- d) To ascertain the stewardship of public officials who handle and are responsible for the financial resources of a governmental unit.

Balanced Budget

Annual appropriations do not exceed the total of the estimated annual revenue.

Bond

A written promise, generally under seal, to pay a specified sum of money, called the face value or principal amount, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.

Bonded Indebtedness

Outstanding debt by issues of bonds, which is paid by ad valorem or other revenue.

Budget

A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

Budget Document

The official written statement prepared by the Administrator and Finance Director of the City which presents the proposed budget to the City Council.

Budget Message

A general discussion of the proposed budget presented in writing as a part of the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Administrator and Finance Director.

Budget Calendar

The schedule of key dates, which a government follows in the preparation and adoption of the budget.

Budgetary Control

The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available appropriations and available revenues.

Capital Assets

Assets with a value of \$5,000 or more.

Capital Improvement Program

A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

Capital Outlay

A level of budgetary appropriations which include expenses for acquiring capital assets, including land or buildings, improvements of grounds, and equipment.

Capital Projects Funds

To account for financial resources to be used for the acquisition or construction of major capital facilities.

Cash Basis

The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

Certified Levy

Total tax levy of a jurisdiction, which is certified to the County Auditor.

Charges for Services

Charges for current services rendered.

Chart of Accounts

The classification system used by a City to organize the accounting for various funds.

Committed Fund Balance

Amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.

Contingency

Budget for expenditures which cannot be placed in departmental budgets, primarily due to uncertainty about the level or timing of expenditures when the budget is adopted. The contingency also serves as a hedge against shortfalls in revenues or unexpected expenditures.

Culture and Recreation

To account for costs related to recreational activities, programs, and facilities including maintenance of City parks.

Current

A term which, applied to budgeting and accounting, designates the operations of the present fiscal period as opposed to past or future periods.

Debt

An Obligation resulting from the borrowing of money or from the purchase of goods and services.

Debt Margin

The amount of available debt, which may be issued by a governmental unit before reaching its debt limit.

Debt Service Funds

To account for the accumulation of resources for payment of general long-term debt.

Department

Basic organizational unit of government, responsible for carrying out related functions.

Enterprise Funds

To account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the cost of providing services are to be recovered primarily on a user-charge basis to the general public.

Estimated Market Value

Represents the selling price of a property if it were on the market. Estimated market value is converted to tax capacity before property taxes are levied.

Expenditure

Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of good received or services rendered whether cash payment have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

Fines & Forfeitures

Revenues from penalties imposed for violation of laws or regulations.

Fiscal Policy

A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal Policy provides an agreed-upon set of principles for the planning and programming of budgets and their funding.

Fiscal Year

The budget and accounting year that begins on the first day of January and ends on the last day of December of each year.

Full Time Equivalent (FTE)

The number of employee hours (2080) needed to be equal to one full-time employee. Several part-time employees may be combined to make one full-time equivalent.

Function

A group of related activities aimed at accomplishing a major service or regulatory program for which the government unit is responsible.

Fund

An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance

The difference between assets and liabilities reported in a governmental fund.

General Government

Expenditures, which represents a set of accounts, to which are charged the expenditures for operating the City.

General Obligation Bonds

When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds.

Goal

A statement of broad direction, purpose, or intent based on the need of a community. A goal is general and timeless; that is not concerned with a specific achievement in a given period.

Governmental Accounting

The composite of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of governmental units and agencies.

Governmental Fund Types

Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregation of financial resources. Under current GAAP, there are four governmental funds types: general, special revenue, debt service, and capital projects.

Improvement Bonds

Bonds payable from the proceeds of special assessments from properties benefiting from an improvement.

Interfund Transfers

Amounts transferred from one fund to another.

Infrastructure

Assets which are immovable and of value only to the governmental unit (i.e. roads, gutters, sewer lines).

Intergovernmental Revenues

Revenues from other governments in the form of grants, entitlement, or shared revenues.

Investments

Securities held for the production of income in the form of interest.

Levy

(Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes special assessments, or service charges imposed by a governmental unit.

Licenses & Permits

Revenues received from the sale of business and non-business licenses.

Local Government Aid (LGA)

Intergovernmental revenue from the state to municipalities to help fund general expenditures.

Long-Term Debt

Debt with a maturity of more than one year after the date of issuance.

Market Value Homestead Credit (MVHC)

State paid property tax reduction on owner occupied homes based on the properties market value.

Miscellaneous

Revenues or expenditures not classified in any other revenue or expenditure category.

Modified Accrual Basis

The basis of accounting under which expenditures other than accrued interest on general long-term debt is recorded at the time liabilities are incurred and revenues are recorded when received in cash, except for material and/or available revenues, which should be accrued to reflect properly the tax levied and revenue earned.

Net Assets

The difference between a fund's assets and liabilities of proprietary funds that consists of capital assets less both accumulated depreciation and the outstanding balance of debt that is directly attributable to the acquisition, construction, or improvement of those assets.

Non-spendable Fund Balance

Amounts that are not in a spendable form or are required to be maintained intact.

Objective

Desired output-oriented accomplishments, which can be measured and achieved within a given time frame.

Operating Budget

A plan of financial operation embodying an estimate of proposed expenditures for the calendar year and the proposed means of financing them.

Operating Transfers

Amounts transferred from one fund to another, shown as expenditure in the originating fund and revenue in the receiving fund.

Other Charges & Services

A level of budgetary appropriations which include expenses for outside professional services, advertising, insurance, utility costs, repairs maintenance, and miscellaneous costs.

Personal Services

A level of budgetary appropriations which include expenses for salaries, wages, and related employee benefits such as the City's share of retirement and insurance.

Program

A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the governmental unit is responsible.

Proprietary Accounts

Those accounts which show actual financial position and operation, such as actual assets, liabilities, reserve, fund balances, revenues, and expenditures, as distinguished from budgetary accounts.

Public Safety

To account for expenditures related to the protection of persons and property.

Public Works

To account for expenditures for the maintenance of City property.

Reimbursement

Cash or other assets received as a repayment of the cost of work or services performed or of other expenditures made for or on behalf of another governmental unit or department or for an individual, firm, or corporation.

Reserve

An account which records a portion of the fund balance which must be segregated for some future use and which is, therefore, not available for further appropriation or expenditure.

Resolution

A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources

The actual assets of a governmental unit, such as cash, plus contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected, and bonds authorized and not issued.

Restricted Fund Balance

Amounts subject to externally enforceable legal restrictions.

Revenue

The term designates an increase to a fund's assets which: 1) does not increase a liability; 2) does not represent a repayment of an expenditure already made; 3) does not represent a cancellation of certain liabilities; and 4) does not represent an increase in contributed capital.

Revenue Bond

A bond that is backed by a particular revenue source such as sewer user fees and municipal liquor store sales.

Special Assessment

A compulsory levy made by a local government against certain properties to defray part or all of the cost of a specific improvement or service which is presumed to be of general benefit to the public and of special benefit to such properties.

Special Revenue Fund

To account for revenue derived from specific revenue sources that are legally restricted for specific purposes.

Supplies

A level of budgetary appropriations which include expenses for commodities which are used such as office supplies, operating supplies, and repair and maintenance supplies.

Tax Capacity

An amount determined by a percentage of a property's market value, which is then applied to the tax rates of taxing jurisdictions affecting the property to determine the amount of property taxes owed.

Tax Capacity Rate

Tax rate applied to tax capacity to generate property tax revenue. The rate is obtained by dividing the property tax levy by the available tax capacity.

Tax Classification Rate

Rate at which estimated market values are converted into the property tax base. The classification rates are assigned to properties depending on their type (residential, commercial, farm, etc.) and, in some cases there are two tiers of classification rates, with the rate increasing as the estimated market value increases.

Tax Increment Financing (TIF)

Financing tool originally intended to combat severe blight in areas, which would not be redeveloped "but for" the availability of government subsidies derived from locally generated property tax revenues.

Tax Levy

The total amount to be raised by general property taxes for the purpose stated in the resolution certified to the county auditor.

Tax Rate

The amount applied to properties tax capacity to determine the taxes generated by the property.

Taxes

Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit.

Trust Fund

A fund consisting of resources received and held by the governmental unit as trustee, to be expended or invested in accordance with the conditions of the trust.

Unassigned Fund Balance

Residual amounts that are available for any purpose in the general fund.

Unrestricted Fund Balance

The total of committed fund balance, assigned fund balance, and unassigned fund balance.

User Fees

The payment of a charge for direct receipt of a public service by the party benefiting from the service.

Acronyms

ACFR	Annual Comprehensive Financial Report
CIP	Capital Improvement Plan
EDA	Economic Development Authority
EMV	Estimated Market Value
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers' Association
GIC	Guaranteed Investment Contract
GO	General Obligation
HRA	Housing and Redevelopment Authority
LGA	Local Government Aid
MVHC	Market Value Homestead Credit
SAC	Sewer Availability Charge
SIPC	Securities Investor Protection Corporation
TIF	Tax Increment Financing
WAC	Water Availability Charge

