



Legislation Text

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**File #:** 21-574, **Version:** 1

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**City Council Meeting Date:** October 12, 2021

**To:** Mayor and City Council

**From:** Ben Martig, City Administrator  
Brenda Angelstad, Finance Director

Discussion of 2022-2023 Budget & Levy alternatives and including potential Grants in Accordance with City Council Grants Policy.

**Action Requested:**  
Discussion only.

**Summary Report:**

Historical Society Funding Request

Cathy Osterman, Northfield Historical Society Executive Director, will present a budget request for 2021. The Northfield Historical Society is requesting \$29,614 for 2022 only. They provided an attached summary for reference.

The last contract for City funding was \$29,000 for 2018, 2019 and 2020. They did not request any funding for 2021 as they indicated they had been impacted by COVID and hadn't completed all of the services under the prior contract. The years prior funding dating to 2014 is as follows: 2015-2017 = \$25,792/year, 2014 = \$19,656.

The current draft budget has \$25,000 included and will be adjusted following direction of the City Council.

Coalition of Greater Minnesota Cities Membership

Councilor Ness had requested an opportunity to consider membership in the Coalition of Greater Minnesota Cities. Attached is information on the Coalition of Greater Minnesota Cities including fees. The membership fee would be a four year commitment and phased in fee. Based on the current fee structure, membership would be \$41,668 for full fee but phased in as follows:

2022 = \$10,417  
2023 = \$20,834  
2024 = \$31,251  
2025 = \$41,668

The City of Northfield would be a larger member if we became membership. City Administrator Martig would suggest that if we become members we should become active in the membership with at least one dedicated City Councilor to participate including seeking board membership. There is an annual conference and a legislative day as well as other training opportunities. There also would be the ability to apply to be a host City in the future for the annual conference and trainings.

The draft budget does not have any funding included for this at this time. The budget would be adjusted dependent on Council direction.

Capital Improvement Plan and Capital Equipment Plan

Attached are the proposed Capital Improvement Plans and Capital Equipment Plans. Staff is suggesting that if there are any items for further review they be specifically identified at Tuesday's meeting in preparation of final review at the November 9<sup>th</sup> work session. We do not plan on going through these in detail on Tuesday.

General Fund Budget and Tax Levy

Please see attached initial draft information related to the general fund budget and tax levy. Staff has prepared four alternate tax levy options that correspond to current draft budget expenses including staffing levels.

There is additional information being prepared that will be provided as supplemental information including:

- ARPA potential uses of funds
- Potential Expense Decreases/Revenue Increases
- Initial Grants Review (November follow up)

The goal of the meeting will be to have identified a proposed final levy and corresponding draft final budget including any new staffing positions. Action on the final draft proposal direction on this is planned for November 2<sup>nd</sup>. This will provide staff time to prepare public information in preparation of tax statements to be received at the end of November and the public hearing for the budget and levy on December 7.

**Alternative Options:**

Not applicable

**Financial Impacts:**

Not applicable

**Tentative Timelines:**

October 12, 2021 - Proposed General Fund Budget and Levy Proposal

November 2, 2021 - Motion to consider proposed, but not final, budget and levy for the public hearing

November 9, 2021 - Capital Equipment Plan and Capital Improvement Plan - any final adjustments

November 9, 2021 - Potential Grants - follow up information

December 7, 2021 - Public Hearing on 2022 Budget and Levy

December 7, 2021 - Consider Adopting 2022 Budget and Levy