



**CITY COUNCIL  
WORK SESSION MEETING AGENDA**

**October 2, 2023  
5:30 – 6:30pm**

- 1) Call to Order**
- 2) Sewer Fund Budget Discussion**
- 3) Storm/Surface Water Budget Discussion**
- 4) Reconstruction Project Updates/Considerations**
  - a) Adjourn**



## CITY OF MINNETRISTA

### REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

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**Subject: Item –Sanitary Sewer Fund Budget Discussion**

**Prepared By: Brian Grimm, Finance Director**

**Meeting Date: October 2, 2023**

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**Item:** Attached for your review the Capital Improvement Projects Plan for the Sewer Fund. In addition to that item is a 2024 draft detail budget by line item as well as an YTD report that covers data through September 2023. The current cash balance in the sewer fund is \$1,134,183.

For reference the City's Sanitary Sewer utility rate is at \$109 a quarter as of the start of 2023. Staff would recommend moving the sanitary sewer operational rate to \$115 a quarter for 2024 (\$6 per quarter increase). One of the biggest costs in the fund is the Metropolitan Council Municipal Wastewater Charge (MCES) charge. This allocation to the City is increasing by about \$14,000 (3.5.%) from 2023 to 2024 based on their formula for apportioning out costs. Our amount is projected to be \$404,170 to MCES for the year 2024.

As shown in the attached capital improvement projects sheet, there are also lift station panel updates that need to be made that need to be covered as part of the sewer fund utility rate. The above increase to the sewer fund utility rate would be about a 5.5% increase and would be a \$24 annual adjustment for a residential property. The commercial/school properties would have their metered rate also adjusted 5.5% from the current fee schedule rate. Another item to look at during this discussion would be the apartments rate for sewer that is currently in the 2023 fee schedule. As we will have the apartment complex in Woodland Cove coming onto the system during 2024.

Staff is also proposing raising the fees for the sewer connection fee and sewer area charge. Both right now are at \$1,400.. Staff would propose increasing the sewer connection rate to \$1,500 per connection and also increasing the sewer area charge to \$1,500 per acre above the OHW.

Staff is looking for Council feedback and direction for the Sanitary Sewer Fund so it can be incorporated and updated into the 2024 Budget and Fee Schedule. In order to fund some of the necessary sewer activities, the rates for the utility fee should be considered each year.

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**Mission Statement:**

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

**Recommended City Council Action:** Staff is looking to have a discussion regarding the 2024 and Annual Budget and rates for the Sanitary Sewer Fund (Fund 602). Staff is recommending increasing the sanitary sewer operational fee to \$115 a quarter for residential properties for 2024. In addition, raising the commercial sewer rate by the same 5.5% as well as setting/updating the apartments sewer fee rate. The sewer connection charge and sewer area changes are proposed to be adjusted as described above. This would happen as part of the fee schedule process and adoption slated for December.

Does Recommended Action meet City Mission Statement? x Yes No

Does Recommended Action meet City Goals/Priorities? x Yes No

Explain: **To properly fund enterprise fund activities in the Sanitary Sewer Fund.**

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**Mission Statement:**

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

## City of Minnetrista, MN

## CIP - Operating Department 602 Sewer

Project/Equipment	2024 BUDGET			2025 BUDGET			2026 BUDGET			2027 BUDGET			2028 BUDGET			2029 BUDGET		
Replace Sewer Dept Service Truck (Truck #1)							\$160,000			\$160,000			\$160,000			\$160,000		
Replace 2005 Tandem Axle Dump Truck (Truck #12) (1/2 each - Street / Sewer / Water CIP)																		
Computer & Server Upgrades																		
Replace 2016 CAT Tractor Backhoe (1/2 each - Storm water / Sewer / Water CIP)																		
Mini Excavator - New Equipment (1/2 each - Street / Storm water / Sewer / Water CIP)																		
IPad & software for locates and SCADA system																		
Replace 2000 Katolight 50 KW Generator (Evaluted yearly for replacement)				\$60,000														
I & I repair (MH lining & CIPP projects)	\$40,000			\$40,000			\$40,000			\$50,000			\$50,000			\$75,000		
I & I repair w/street projects (MH recons/rebuilds)	\$0.00 - No sewer work for 2024 project			\$0.00 - No sewer work for 2025 project			\$100,000			\$100,000			\$100,000			\$150,000		
Emergency lift station repairs	\$25,000			\$25,000			\$25,000			\$25,000			\$50,000			\$60,000		
Emergency lift station pump replacement	\$40,000			\$40,000			\$40,000			\$50,000			\$50,000			\$60,000		
Equipment for water & sewer main break trailer (2020)																		
Planned lift station replacements																		
Planned sewer force main replacements/improvements																		
Cartegraph OMS Asset Mgmt License Renewal (1/2 ea: Street/Sewer/Water/Storm water)	\$2,200			\$2,300			\$2,400			\$2,500			\$2,600			\$2,600		
SCADA computer/software/component upgrades										\$30,000								
Planned LS pump & wet well piping/check valve replacement due to age	LS #13 ('02) - pumps only \$60,000						LS #2 ('07) \$120,000	LS #15 ('08) \$65,000		LS #15 ('08) \$65,000	LS #17 ('03/'09) \$65,000		LS #16 ('08) \$120,000	LS #19 ('08) \$120,000		LS #20 ('09) \$75,000		
Planned lift station control panel upgrade due to age & parts availability	LS #4 \$100,000	LS #6 \$100,000	LS #13 \$100,000	LS #10 \$100,000	LS #11 \$100,000	LS #12 \$100,000	LS #2 \$100,000	LS #7 \$100,000	LS #15 (?) \$100,000	LS #7 \$110,000	LS #17 (?) \$110,000	LS #17 (?) \$111,000	LS #16 ('08) \$130,000	LS #19 ('08) \$130,000		LS #20 ('09) \$100,000		
Planned generator installation (emergency power outages)	LS #6 \$60,000			LS #10 \$50,000	LS #11 \$50,000		LS #2 \$50,000	LS #7 \$60,000		LS #12 \$60,000			LS #16 ('08) \$75,000	LS #19 ('08) \$75,000			LS #21 \$75,000	LS #22 \$75,000
Safety excavation trench box (1/2 each Sewer & Water) 2022																		
<b>TOTAL</b>	<b>\$527,200</b>			<b>\$567,300</b>			<b>\$962,400</b>			<b>\$938,500</b>			<b>\$1,062,600</b>			<b>\$832,600</b>		

**City of Minnetrista  
2024 Draft Budget  
Sewer Fund**

SEWER ENTERPRISE FUND FUND 602						
Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Draft Budget	
OPERATIONS						
34407 SEWER AVAILABILITY CHARGE	\$ 2,659	\$ 4,000	\$ 2,684	\$ 4,000	\$ 4,000	
37210 SEWER USE CHARGES	\$ 996,502	\$ 996,000	\$ 1,046,433	\$ 1,026,000	\$ 1,105,000	
37250 SEWER CONNECTION FEES	\$ 13,345	\$ 15,000	\$ 15,345	\$ 15,000	\$ 15,000	
36210 INTEREST ON INVESTMENT & C	\$ (8,231)	\$ 3,000	\$ -	\$ 3,090	\$ 3,000	
<b>OPERATIONS Revenue Sub Total \$ 1,004,275 \$ 1,018,000 \$ 1,064,462 \$ 1,048,090 \$ 1,127,000</b>						
Capital Revenue Sub Total						
37250 SEWER CONNECTION FEES	\$ 110,000	\$ 115,000	\$ 102,000	\$ 130,000	\$ 120,000	
37251 SEWER AREA CHARGES	\$ 20,674	\$ 7,500	\$ 31,316	\$ 14,000	\$ 20,000	
36101 SPECIAL ASSESSMENT		\$ -	\$ 164		\$ 200	
36210 INTEREST ON INVESTMENT & C	\$ -	\$ 2,000	\$ (59,812)	\$ 1,000	\$ 20,000	
<b>CAPITAL Revenue Sub Total \$ 130,674 \$ 124,500 \$ 73,668 \$ 145,000 \$ 160,200</b>						
<b>Total Sewer (602) Revenue \$ 1,134,949 \$ 1,142,500 \$ 1,138,130 \$ 1,193,090 \$ 1,287,200</b>						
Operating Expenditures						
101 SALARIES-REGULAR	\$ 111,455	\$ 144,385	\$ 138,119	\$ 148,717	\$ 189,897	
102 SALARIES-OVERTIME	\$ 6,728	\$ 6,500	\$ 6,587	\$ 6,695	\$ 8,000	
105 SALARIES-PAGER	\$ 8,124	\$ 7,000	\$ 6,194	\$ 8,000	\$ 7,000	
121 PERA - EMPLOYER CONTR	\$ 9,486	\$ 11,612	\$ 11,029	\$ 11,960	\$ 15,667	
122 FICA - EMPLOYER CONTR	\$ 9,467	\$ 11,284	\$ 10,898	\$ 11,623	\$ 15,842	
131 HEALTH & LIFE INS - E CONTR	\$ 35,428	\$ 26,460	\$ 25,167	\$ 35,000	\$ 33,000	
151 WORKMEN'S COMP INSURANCE	\$ 16,139	\$ 17,000	\$ 19,528	\$ 17,510	\$ 20,000	
201 OFFICE SUPPLIES	\$ -	\$ -	\$ -			
202 COPY & PRINTING SUPPLIES	\$ 412	\$ 500	\$ 642	\$ 500		
212 MOTOR FUELS AND LUBRICANTS	\$ 7,161	\$ 6,000	\$ 14,732	\$ 70,000	\$ 10,000	
215 SHOP MATERIALS	\$ -	\$ -	\$ -	\$ -	\$ -	
221 EQUIPMENT PARTS, TIRES	\$ 13	\$ 1,000	\$ -	\$ 500	\$ -	
227 UTILITY SYSTEM MAINT SUPPLIE	\$ 280,513	\$ 125,000	\$ 128,703	\$ 150,000	\$ 200,000	
240 SMALL TOOLS AND MINOR EQUIP	\$ 1,051	\$ -	\$ 129	\$ -	\$ 500	
303 ENGINEERING SERV	\$ 62,515	\$ 18,000	\$ 16,577	\$ 25,000	\$ 25,000	
307 PROFESSIONAL SVCS	\$ 7,167	\$ 7,000	\$ 7,798	\$ 10,000	\$ 8,000	
322 POSTAGE	\$ 1,116	\$ 1,000	\$ 948	\$ 1,000	\$ 1,000	
351 LEGAL NOTICE & ORD PUBLICAT	\$ 294	\$ -	\$ -	\$ -	\$ -	
362 PROPERTY INSURANCE	\$ 5,729	\$ 6,500	\$ 7,156	\$ 6,500	\$ 7,000	
381 ELECTRIC UTILITIES	\$ 14,761	\$ 16,000	\$ 17,689	\$ 16,000	\$ 19,000	
390 SEWER SERVICE TO OTHER GO'	\$ 67,214	\$ 78,000	\$ 69,928	\$ 80,000	\$ 75,000	
401 BLDG & LAWN MAINTENANCE	\$ 120	\$ 2,000	\$ 2,015	\$ 2,000	\$ 2,000	
404 VEHICLE & EQUIP MAINT	\$ 1,646	\$ 3,500	\$ 1,600	\$ 3,500	\$ 2,000	
410 COMPUTER SERVICES/FEES	\$ 8,861	\$ 9,000	\$ 10,052	\$ 10,000	\$ 11,000	
433 DUES & SUBSRIPT & TRAINING	\$ 1,065	\$ 1,000	\$ 1,015	\$ 1,000	\$ 1,000	
437 MISCELLANEOUS EXPENSE	\$ 10,469	\$ 1,000	\$ 11,815	\$ 1,000	\$ 10,000	
438 EXPENSE MWCC	\$ 336,172	\$ 357,390	\$ 357,390	\$ 390,881	\$ 404,170	
540 MOTOR VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ -	
580 OTHER EQUIPMENT		\$ 6,000	\$ 24,207	\$ -	\$ 2,200	
<b>Operating Expenditure Sub Total \$ 1,003,106 \$ 863,131 \$ 889,918 \$ 1,007,385 \$ 1,067,276</b>						

**City of Minnetrista  
2024 Draft Budget  
Sewer Fund**

		2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Draft Budget
	<b>Capital Expenses</b>					
	<b>Debt Service</b>					
601	BOND PRINCIPAL	\$ 67,500	\$ 67,500	\$ 67,500	\$ 67,500	\$ 67,500
611	BOND INTEREST	\$ 14,033	\$ 17,000	\$ 12,664	\$ 14,000	\$ 13,000
	<b>Debt Service Subtotal</b>	<b>\$ 81,533</b>	<b>\$ 84,500</b>	<b>\$ 80,164</b>	<b>\$ 81,500</b>	<b>\$ 80,500</b>
	<b>Capital Projects</b>					
530	IMPROVEMENTS	\$ 736,455	\$ 381,000	\$ 103,894	\$ 530,100	\$ 485,000
580	I & I	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ 40,000
	<b>Capital Subtotal Sewer Fund</b>	<b>\$ 736,455</b>	<b>\$ 481,000</b>	<b>\$ 103,894</b>	<b>\$ 630,100</b>	<b>\$ 525,000</b>
	<b>Total Sewer Fund Expenditures</b>	<b>\$ 1,821,094</b>	<b>\$ 1,428,631</b>	<b>\$ 1,073,976</b>	<b>\$ 1,718,985</b>	<b>\$ 1,672,776</b>
	<b>Revenue/Exp Surplus/(Deficit)</b>	<b>\$ (686,145)</b>	<b>\$ (286,131)</b>	<b>\$ 64,154</b>	<b>\$ (525,895)</b>	<b>\$ (385,576)</b>
	<b>Cash Balance at Beg of Year</b>	<b>\$ 1,828,682</b>	<b>\$ 1,164,015</b>	<b>\$ 1,164,015</b>	<b>\$ 1,103,833</b>	<b>\$ 977,938</b>
	<b>Cash Surplus/(Deficit)</b>	<b>\$ (686,145)</b>	<b>\$ (286,131)</b>	<b>\$ 64,154</b>	<b>\$ (525,895)</b>	<b>\$ (385,576)</b>
	<b>Accrual/Cash Basis differences</b>	21,478		\$ (124,336)		
	<b>Projected Positive Variance</b>				\$ 400,000	
	<b>Cash Balance at Yr End</b>	<b>\$ 1,164,015</b>	<b>\$ 877,884</b>	<b>\$ 1,103,833</b>	<b>\$ 977,938</b>	<b>\$ 592,362</b>

**CITY OF MINNETRISTA**  
**Revenue Guideline updated 2023**

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Account Descr	2023 YTD Budget	SEPTEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
FUND 602 SEWER FUND						
R 602-300-33160 FEDERAL GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 602-300-33425 STATE AID OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 602-400-34407 SEWER AVAILABIL	\$4,000.00	\$198.80	\$1,938.30	\$2,061.70	48.46%	\$22,191.05
R 602-400-36212 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 602-400-37210 SEWER USE CHAR	\$1,026,000.00	\$9,610.33	\$821,577.86	\$204,422.14	80.08%	\$756,120.13
R 602-400-37250 SEWER CONNECTI	\$145,000.00	\$11,585.00	\$297,825.00	-\$152,825.00	205.40%	\$113,070.00
R 602-400-37251 SEWER AREA CHA	\$14,000.00	\$0.00	\$2,784.00	\$11,216.00	19.89%	\$10,058.78
R 602-400-37260 SEWER PERMIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 602-600-36101 SPECIAL ASSESSM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 602-610-36210 INTEREST ON INV	\$4,090.00	\$0.00	\$27,794.90	-\$23,704.90	679.58%	-\$68,716.98
R 602-620-36250 REFUNDS AND REI	\$0.00	\$0.00	\$1,650.00	-\$1,650.00	0.00%	\$0.00
R 602-620-37251 SEWER AREA CHA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 602-620-37270 OTHER INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 602-650-31010 GENERAL PROPER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 602-650-39999 CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
FUND 602 SEWER FUND	\$1,193,090.00	\$21,394.13	\$1,153,570.06	\$39,519.94	96.69%	\$832,722.98
	\$1,193,090.00	\$21,394.13	\$1,153,570.06	\$39,519.94	96.69%	\$832,722.98

**CITY OF MINNETRISTA**  
**Expenditure Guideline by Departments - 2023 upd**

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Account Descr	2023 YTD Budget	SEPTEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
FUND 602 SEWER FUND						
DEPT 43251 SEWER CONSTRUCTION						
E 602-43251-307 PROFESSIONAL SE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 602-43251-437 MISCELLANEOUS E	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 602-43251-530 IMPROVEMENTS	\$530,100.00	\$156,279.00	\$200,826.06	\$329,273.94	37.88%	\$83,631.87
E 602-43251-580 OTHER EQUIPMEN	\$100,000.00	\$0.00	\$48,885.00	\$51,115.00	48.89%	\$0.00
DEPT 43251 SEWER CONSTRUCTI	\$630,100.00	\$156,279.00	\$249,711.06	\$380,388.94	39.63%	\$83,631.87
DEPT 43400 TRANSFER IN						
E 602-43400-720 TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 43400 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 47000 DEBT SERVICE						
E 602-47000-601 BOND PRINCIPAL	\$67,500.00	\$0.00	\$74,200.00	-\$6,700.00	109.93%	\$67,500.00
E 602-47000-611 BOND INTEREST	\$14,000.00	\$0.00	\$10,377.00	\$3,623.00	74.12%	\$11,770.10
E 602-47000-620 FISCAL AGENT FE	\$0.00	\$531.25	\$916.00	-\$916.00	0.00%	\$894.12
DEPT 47000 DEBT SERVICE	\$81,500.00	\$531.25	\$85,493.00	-\$3,993.00	104.90%	\$80,164.22
DEPT 49300 TRANSFERS OUT						
E 602-49300-720 TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 49300 TRANSFERS OUT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 49490 SEWER DEPARTMENT ADMINISTRATIO						
E 602-49490-101 SALARIES-REGULA	\$148,717.00	\$4,877.07	\$110,333.95	\$38,383.05	74.19%	\$99,647.31
E 602-49490-102 SALARIES-OVERTI	\$6,695.00	\$145.80	\$6,350.56	\$344.44	94.86%	\$6,007.11
E 602-49490-105 SALARIES-PAGER	\$8,000.00	\$264.84	\$3,857.41	\$4,142.59	48.22%	\$3,880.13
E 602-49490-121 PERA - EMPLOYER	\$11,960.00	\$390.56	\$8,935.83	\$3,024.17	74.71%	\$8,134.17
E 602-49490-122 FICA - EMPLOYER	\$11,623.00	\$397.88	\$8,730.41	\$2,892.59	75.11%	\$8,066.23
E 602-49490-125 PENSION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 602-49490-131 HEALTH & LIFE IN	\$35,000.00	\$1,955.80	\$21,725.46	\$13,274.54	62.07%	\$22,313.77
E 602-49490-151 WORKMEN S COM	\$17,510.00	\$0.00	\$19,330.05	-\$1,820.05	110.39%	\$19,527.55
E 602-49490-201 OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 602-49490-202 COPY & PRINTING	\$500.00	\$0.00	\$250.00	\$250.00	50.00%	\$307.07
E 602-49490-212 MOTOR FUELS AN	\$70,000.00	\$720.13	\$5,228.53	\$64,771.47	7.47%	\$6,781.25
E 602-49490-215 SHOP MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 602-49490-221 EQUIPMENT PART	\$500.00	\$0.00	\$240.44	\$259.56	48.09%	\$0.00
E 602-49490-227 UTILITY SYSTEM	\$150,000.00	\$1,303.59	\$55,248.29	\$94,751.71	36.83%	\$95,905.72
E 602-49490-240 SMALL TOOLS AN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 602-49490-301 AUDITING AND AC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 602-49490-303 ENGINEERING SE	\$25,000.00	\$4,206.31	\$33,433.07	-\$8,433.07	133.73%	\$18,479.03



Account Descr	2023 YTD Budget	SEPTEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
E 602-49490-304 LEGAL FEES - ATT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 602-49490-307 PROFESSIONAL SE	\$10,000.00	\$564.79	\$4,730.01	\$5,269.99	47.30%	\$5,483.63
E 602-49490-322 POSTAGE	\$1,000.00	\$0.00	\$1,400.28	-\$400.28	140.03%	\$614.31
E 602-49490-351 LEGAL NOTICE &	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 602-49490-362 PROPERTY INSUR	\$6,500.00	\$0.00	\$8,578.63	-\$2,078.63	131.98%	\$7,156.15
E 602-49490-381 ELECTRIC UTILITI	\$16,000.00	\$2,017.24	\$10,347.26	\$5,652.74	64.67%	\$9,769.54
E 602-49490-390 SEWER SERVICE T	\$80,000.00	\$719.91	\$36,461.98	\$43,538.02	45.58%	\$35,768.56
E 602-49490-401 BLDG/STRUCT MAI	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%	\$0.00
E 602-49490-402 LAWN MAINTENAN	\$0.00	\$0.00	\$1,315.00	-\$1,315.00	0.00%	\$1,623.00
E 602-49490-404 VEHICLE & EQUIP	\$3,500.00	\$0.00	\$819.40	\$2,680.60	23.41%	\$1,600.64
E 602-49490-410 COMPUTER SERVI	\$10,000.00	\$573.69	\$7,057.10	\$2,942.90	70.57%	\$8,255.11
E 602-49490-416 RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 602-49490-433 DUES & SUBSRIPT	\$1,000.00	\$0.00	\$926.50	\$73.50	92.65%	\$925.86
E 602-49490-437 MISCELLANEOUS E	\$1,000.00	\$0.00	-\$219.11	\$1,219.11	-21.91%	\$7,126.50
E 602-49490-438 EXPENSE MWCC	\$390,881.00	\$32,573.45	\$325,734.50	\$65,146.50	83.33%	\$297,824.60
E 602-49490-530 IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$18,427.67
E 602-49490-540 MOTOR VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 602-49490-580 OTHER EQUIPMEN	\$0.00	\$0.00	\$92,723.50	-\$92,723.50	0.00%	\$24,206.72
DEPT 49490 SEWER DEPARTMEN	\$1,007,386.00	\$50,711.06	\$763,539.05	\$243,846.95	75.79%	\$707,831.63
DEPT 49970 DEPRECIATION						
E 602-49970-420 DEPRECIATION EX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 49970 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
FUND 602 SEWER FUND	\$1,718,986.00	\$207,521.31	\$1,098,743.11	\$620,242.89	63.92%	\$871,627.72
	\$1,718,986.00	\$207,521.31	\$1,098,743.11	\$620,242.89	63.92%	\$871,627.72



## CITY OF MINNETRISTA

### REQUEST FOR CITY COUNCIL ACTION/DISCUSSION

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**Subject: Item –Storm/Surface Water Utility Fund Discussion**

**Prepared By: Brian Grimm, Finance Director**

**Meeting Date: October 2, 2023**

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**Item:** Staff is bringing an updated draft financial planning document for the surface/storm water fund. Staff is looking for Council feedback and direction as to the budgets and utility rates for 2024 Storm/Surface Water Funds. Once this direction is received, it can be incorporated and updated into the 2024 budget and Fee Schedule. In order to fund some of the necessary storm water/surface water activities, Staff and Council should continue to analyze whether rate adjustments are needed. In addition to the draft surface water Capital Improvement plan, is attached a draft 2024 storm water budget as well as a YTD report that covers activity through September of 2023. The current cash balance in the fund as of September 2023 is \$688,851.

The draft included keeps the storm water utility fee the same from 2023 to 2024. At its current rate of \$29 a quarter fee (\$116 annually for the year).

**Recommended City Council Action:** Staff is looking to have a discussion on the Storm/Surface Water Management Funds for the 2024 budget and setting the utility rates for the fee schedule

Does Recommended Action meet City Mission Statement? x Yes No

Does Recommended Action meet City Goals/Priorities? x Yes No

Explain: **To address infrastructure needs and to address mandates regarding environmental issues (water quality). To properly fund these enterprise fund activities in the Surface/Storm Water Fund.**

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#### **Mission Statement:**

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

	Surface Water CIP - Operating Fund xxx								
	PROGRAMS	2024	2025	2026	2027	2028	2029	2030	2031
	NPDES/MS4/General Stormwater Consultant Services	\$17,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
	Re-ditching program	\$35,000	\$35,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
	Culvert replacement program	\$25,000	\$25,000	\$30,000	\$33,000	\$36,000	\$40,000	\$43,000	\$45,000
	Street Sweeping Program (Now 100% of street sweeping is here)	\$29,000	\$30,000	\$32,000	\$34,000	\$39,000	\$35,000	\$35,000	\$35,000
	Cartegraph OMS Asset Mgmt License Renewal (¼ ea: Street/Sewer/Water/Storm water)	\$2,200	\$2,300	\$2,400	\$2,500	\$2,600	\$2,600	\$2,600	\$2,600
	Storm Water Pond Maintenance Program	\$20,000	\$20,000	\$20,000	\$20,000	\$30,000	\$30,000	\$30,000	\$30,000
	EQUIPMENT								
	Replace 2007 Skid Steer Loader	<del>\$75,000</del>		\$75,000					
	Replace 2005 Tandem Axle Dump Truck (Truck #13)								
	(¼ each - Street / Sewer / Water CIP)								
	Replace Tractor Backhoe - 2016 CAT 420F			<del>\$45,000</del>			\$45,000		
	(¼ each - Storm water / Sewer / Water CIP)								
	Mini Excavator - New Equipment	\$25,000							
	(¼ each - Street / Storm water / Sewer / Water CIP)								
	Vac Trailer - New Equipment	\$100,000							
	TOTAL CASH	\$253,700	\$119,800	\$206,900	\$137,000	\$155,100	\$200,100	\$158,100	\$160,100

				Moved from 2022 & 2024			Moved from 2026		
Priority Rank	Surface Water CIP - Surface Water Improvement Fund xxx								
	PROJECTS	2024	2025	2026	2027	2028	2028	2028	2028
3	Mpls Ave - ravine outlet stabilization. This is between 5103-5107 Mpls Ave. Inlet area and outlet area are getting redone w/2021 Minneapolis reclaim project. (\$50,000.00)								
4	Painters Creek crossing on West Branch Rd - Replace culvert and re-establish slope for improved roadway shoulder		\$100,000						
2	Kingswood Park drainage project (joint venture w/Three Rivers/Hennepin Cty/PCWS)	\$25,000							
	810 Cty Rd 110 N - Storm water runoff has caused a large washout area along property line from culvert outlet by 151 to lake. Redo drainage to lake.			\$75,000					
	Storm Sewer dollars for street projects (CB, pipe and outlet repairs / televising)	\$0	\$25,000	\$80,000	\$85,000	\$85,000	\$85,000	\$100,000	\$100,000
1	North Branch Rd - Reditch both sides of the road from Cty Rd 26 to West Branch Rd *								
	Alum Treatment for Whaletail Lake (1st application - 2023 & 2nd application 2024)	\$7,500							
	SUBTOTAL	\$32,500	\$125,000	\$155,000	\$85,000	\$85,000	\$85,000	\$100,000	\$100,000

**City of Minnetrista  
2024 Draft Budget  
Stormwater Funds**

<b>STORM WATER ENTERPRISE FUND FUND 651</b>						
Revenue	2021 Actuals	2022 Budget	2022 Actuals	2023 Budget	2024 Budget	
37310 STORM WATER CHARGES	\$ 365,889	\$ 388,800	\$ 372,994	\$ 400,464	\$ 412,478	
36210 INTEREST ON INVESTMENT & Cr	\$ (3,417)	\$ 3,000	\$ (25,293)	\$ 2,000	\$ 10,000	
34301 Refund Reimb		\$ -	\$ 796	\$ -	\$ -	
<b>Revenue Total</b>	<b>\$ 362,472</b>	<b>\$ 391,800</b>	<b>\$ 348,497</b>	<b>\$ 402,464</b>	<b>\$ 422,478</b>	
<b>Expenditures</b>						
101 SALARIES-REGULAR	\$ 34,169	\$ 35,000	\$ 30,920	\$ 36,000	\$ 36,000	
102 SALARIES-OVERTIME	\$ 121	\$ 1,000	\$ 132	\$ 1,000	\$ 500	
121 PERA - EMPLOYER CONTR	\$ 2,551	\$ 3,273	\$ 2,250	\$ 3,500	\$ 3,000	
122 FICA - EMPLOYER CONTR	\$ 2,610	\$ 3,059	\$ 2,227	\$ 3,200	\$ 3,000	
131 HEALTH & LIFE INS - E CONTR	\$ 12,072	\$ 8,730	\$ 8,977	\$ 8,900	\$ 9,500	
151 WORKMEN'S COMP INSURANCE	\$ 5,379	\$ 5,500	\$ 5,654	\$ 5,700	\$ 6,000	
202 COPY & PRINTING SUPPLIES	\$ 177	\$ 100	\$ 160	\$ 100	\$ 100	
221 EQUIPMENT PARTS, TIRES	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,000	
224 PROJECT MAINTENANCE SUPPL	\$ 68,604	\$ 50,000	\$ 57,932	\$ 52,000	\$ 58,000	
307 PROFESSIONAL SERVICES	\$ 35,838	\$ 35,000	\$ 29,197	\$ 37,000	\$ 35,000	
303 ENGINEERING SERV	\$ 34,525	\$ 25,000	\$ 23,996	\$ 25,000	\$ 25,000	
322 POSTAGE	\$ 372	\$ 250	\$ 316	\$ 250	\$ 300	
351 LEGAL NOTICE & ORD PUBLICAT	\$ -	\$ -	\$ -	\$ -	\$ -	
401 Bldg & Lawn Maint	\$ -	\$ -	\$ -	\$ -	\$ -	
404 VEHICLE & EQUIP MAINT	\$ -	\$ 1,000	\$ 1,247	\$ -	\$ 1,500	
433 DUES & SUBSRIPT & TRAINING	\$ 15,070	\$ 18,000	\$ 15,424	\$ 17,000	\$ 18,000	
437 MISCELLANEOUS EXPENSE	\$ -	\$ 1,000	\$ 146	\$ 1,000	\$ 500	
530 Improvements	\$ 298,520	\$ 170,500	\$ 73,988	\$ 230,000	\$ 253,700	
580 Captial Projects	\$ 22,687	\$ 75,000	\$ -	\$ 175,600	\$ 32,500	
<b>Expenditure Total</b>	<b>\$ 532,695</b>	<b>\$ 433,912</b>	<b>\$ 252,566</b>	<b>\$ 597,750</b>	<b>\$ 483,600</b>	
<b>Revenue/Exp Surplus/(Deficit)</b>	<b>\$ (170,223)</b>	<b>\$ (42,112)</b>	<b>\$ 95,931</b>	<b>\$ (195,286)</b>	<b>\$ (61,122)</b>	
<b>Cash Balance at Beg of Year</b>	<b>\$ 621,008</b>	<b>\$ 433,427</b>	<b>\$ 433,427</b>	<b>\$ 508,689</b>	<b>\$ 513,403</b>	
<b>Cash Surplus/(Deficit)</b>	<b>\$ (170,223)</b>	<b>\$ (42,112)</b>	<b>\$ 95,931</b>	<b>\$ (195,286)</b>	<b>\$ (61,122)</b>	
<b>Year end accruals AJE's</b>	<b>\$ (17,358)</b>		<b>\$ (20,669)</b>			
<b>Projected Positive Variance</b>				<b>\$ 200,000</b>	<b>\$ -</b>	
<b>** Cash Balance at Yr End</b>	<b>\$ 433,427</b>	<b>\$ 391,315</b>	<b>\$ 508,689</b>	<b>\$ 513,403</b>	<b>\$ 452,281</b>	

**\*\* Fund Balance will be used for projects listed in utility financial management plan**

**CITY OF MINNETRISTA**  
**Revenue Guideline updated 2023**

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Account Descr	2023 YTD Budget	SEPTEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
FUND 651 STORM WATER MGMT FUND						
R 651-300-33160 FEDERAL GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 651-300-33425 STATE AID OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 651-300-33630 GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 651-400-36212 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 651-400-37310 STORM WATER CH	\$400,464.00	\$4,072.80	\$303,507.96	\$96,956.04	75.79%	\$272,153.66
R 651-600-36101 SPECIAL ASSESSM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
R 651-610-36210 INTEREST ON INV	\$2,000.00	\$0.00	\$13,619.58	-\$11,619.58	680.98%	-\$29,494.17
R 651-620-36250 REFUNDS AND REI	\$0.00	\$0.00	\$823.68	-\$823.68	0.00%	\$796.14
R 651-650-39999 CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
FUND 651 STORM WATER MGMT FUN	\$402,464.00	\$4,072.80	\$317,951.22	\$84,512.78	79.00%	\$243,455.63
	\$402,464.00	\$4,072.80	\$317,951.22	\$84,512.78	79.00%	\$243,455.63

**CITY OF MINNETRISTA**  
**Expenditure Guideline by Departments - 2023 upd**

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Account Descr	2023 YTD Budget	SEPTEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
FUND 651 STORM WATER MGMT FUND						
DEPT 47000 DEBT SERVICE						
E 651-47000-720 TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 47000 DEBT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 49020 MISCELLANEOUS						
E 651-49020-720 TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 49020 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 49300 TRANSFERS OUT						
E 651-49300-720 TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 49300 TRANSFERS OUT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
DEPT 49590 STORM WATER ADMINISTRATION						
E 651-49590-101 SALARIES-REGULA	\$36,000.00	\$1,306.05	\$23,728.03	\$12,271.97	65.91%	\$21,191.33
E 651-49590-102 SALARIES-OVERTI	\$1,000.00	\$0.00	\$264.77	\$735.23	26.48%	\$0.00
E 651-49590-121 PERA - EMPLOYER	\$3,500.00	\$97.95	\$1,799.62	\$1,700.38	51.42%	\$1,584.62
E 651-49590-122 FICA - EMPLOYER	\$3,200.00	\$99.28	\$1,761.22	\$1,438.78	55.04%	\$1,576.92
E 651-49590-125 PENSION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 651-49590-131 HEALTH & LIFE IN	\$8,900.00	\$698.84	\$7,536.61	\$1,363.39	84.68%	\$7,708.45
E 651-49590-151 WORKMEN S COM	\$5,700.00	\$0.00	\$6,250.86	-\$550.86	109.66%	\$5,654.52
E 651-49590-202 COPY & PRINTING	\$100.00	\$0.00	\$142.75	-\$42.75	142.75%	\$76.77
E 651-49590-221 EQUIPMENT PART	\$1,500.00	\$0.00	\$428.06	\$1,071.94	28.54%	\$0.00
E 651-49590-224 STREET MAINTEN	\$52,000.00	\$13.34	\$46,624.33	\$5,375.67	89.66%	\$38,699.64
E 651-49590-301 AUDITING AND AC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 651-49590-303 ENGINEERING SE	\$25,000.00	\$835.25	\$10,828.62	\$14,171.38	43.31%	\$16,778.48
E 651-49590-307 PROFESSIONAL SE	\$37,000.00	\$348.61	\$19,736.02	\$17,263.98	53.34%	\$21,353.05
E 651-49590-322 POSTAGE	\$250.00	\$0.00	\$466.75	-\$216.75	186.70%	\$204.77
E 651-49590-351 LEGAL NOTICE &	\$0.00	\$0.00	\$33.00	-\$33.00	0.00%	\$0.00
E 651-49590-401 BLDG/STRUCT MAI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 651-49590-404 VEHICLE & EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,247.00
E 651-49590-433 DUES & SUBSRIPT	\$17,000.00	\$0.00	\$15,243.73	\$1,756.27	89.67%	\$15,424.51
E 651-49590-437 MISCELLANEOUS E	\$1,000.00	\$0.00	-\$146.08	\$1,146.08	-14.61%	\$0.00
E 651-49590-530 IMPROVEMENTS	\$230,000.00	\$0.00	\$10,072.56	\$219,927.44	4.38%	\$56,871.05
E 651-49590-540 MOTOR VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
E 651-49590-580 OTHER EQUIPMEN	\$175,600.00	\$0.00	\$0.00	\$175,600.00	0.00%	\$0.00
DEPT 49590 STORM WATER ADMI	\$597,750.00	\$3,399.32	\$144,770.85	\$452,979.15	24.22%	\$188,371.11
DEPT 49970 DEPRECIATION						
E 651-49970-420 DEPRECIATION EX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00

Account Descr	2023 YTD Budget	SEPTEMBER 2023 Amt	2023 YTD Amt	2023 YTD Balance	%YTD Budget	2022 YTD Amt
DEPT 49970 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
FUND 651 STORM WATER MGMT FUN	\$597,750.00	\$3,399.32	\$144,770.85	\$452,979.15	24.22%	\$188,371.11
	\$597,750.00	\$3,399.32	\$144,770.85	\$452,979.15	24.22%	\$188,371.11

**CITY OF MINNETRISTA**



**CITY COUNCIL WORK SESSION**

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**Subject:** 2023 Street Reconstruction and Utility Improvement Project, City Project No. 01-23

**Prepared By:** Alyson Fauske, PE (MN), City Engineer

**Meeting Date:** October 2, 2023

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Staff will update the council on the status of construction and discuss the remaining items that need to be finished for final completion of the project.

**Mission Statement:**

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.