

**CITY OF BIWABIK**

**AGENDA**

**MONDAY DECEMBER 5, 2022  
6:00 P.M. SPECIAL MEETING**

**BIWABIK CITY HALL  
321 N. MAIN STREET  
BIWABIK, MN**

- 1. Call to Order/Roll Call/Approve Agenda**
- 2. Presentation and Public Input on the 2023 City of Biwabik Budget and Property Tax Levy**
- 3. Review of City of Biwabik Snow and Ice Control Policy**
- 4. Discussion and Action on Campground Host Selection for 2023 Season**
- 5. Adjourn**

**DATE:** December 5, 2022

**AGENDA ITEM:** Citizen Input on 2023 Budget and Levy

**BACKGROUND:** Each taxpayer should have received a notice from St Louis County stating what their property taxes would be if the Preliminary Levy were certified for collection in 2023. That mailed notice also has the date and time of the Biwabik City Council meeting where they could offer input on the 2023 budget and resulting levy.

# City of Biwabik, MN



## 2023 Budget

Reviewed: December 5, 2022

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## General Description and Form of Government

The City of Biwabik provides a full range of municipal services authorized by state statute or city charter. These services include police, fire, and ambulance protection, parks and recreational activities, planning and zoning, general administrative services, building inspection, and the construction and maintenance of streets and alleys.

Utilities such as water, sewer, electric, and trash removal are provided and funded by the Biwabik Public Utilities Commission. These services are not subsidized by tax levy dollars. The revenue needed to run these departments is generated through user fees.

The City operates under a Council-Mayor form of government. All powers of the City are vested in the Mayor and Council, who are elected by voters of the entire City. City elections are held in even numbered years with the Mayor serving a two year term, and Councilors serving four year terms. The Council appoints a City Administrator to oversee day to day operations as allowed in the City Charter.

### Budget Approval

A preliminary budget is accepted by resolution of the City Council and certified to St. Louis County in September of each year. The preliminary levy is used by the County to prepare and mail notices to each taxpayer indicating what their tax bill would be if the preliminary numbers were used. Following a public hearing in December, the final budget is approved by resolution of the City Council and certified to St. Louis County before December 31<sup>st</sup> of each year. The final levy is used by the County to prepare and mail tax bills to each taxpayer, which are due in May and October.

### Property Tax Levy: 2018-2023

The property tax system is not the most equitable way to raise funds, but it is the revenue source that Cities are authorized to use in order to finance a significant portion of our activities. I want to assure the taxpayers of Biwabik that we make every effort to keep the city property tax bill at a reasonable level. Even while experiencing significant cutbacks in Local Government Aid from the State of Minnesota, we have not automatically raised our levy to make up for the cuts. The following chart illustrates the property tax levy from 2018-2023.

Year	Total Levy	Increase From Previous Year	City Tax Rate
2018	\$875,634		1.09
2019	\$984,648	\$109,014	1.23
2020	\$1,099,595	\$114,947	1.32
2021	\$1,192,037	\$92,442	1.34
2022	\$1,331,101	\$139,064	1.58
2023	\$1,432,755	\$101,654	1.35

# Property Tax

## City Tax Rate

To understand the impact the City budget will have on property taxes requires an understanding of how the City tax rate is calculated. The four steps required for calculating the City tax rate are as follows:

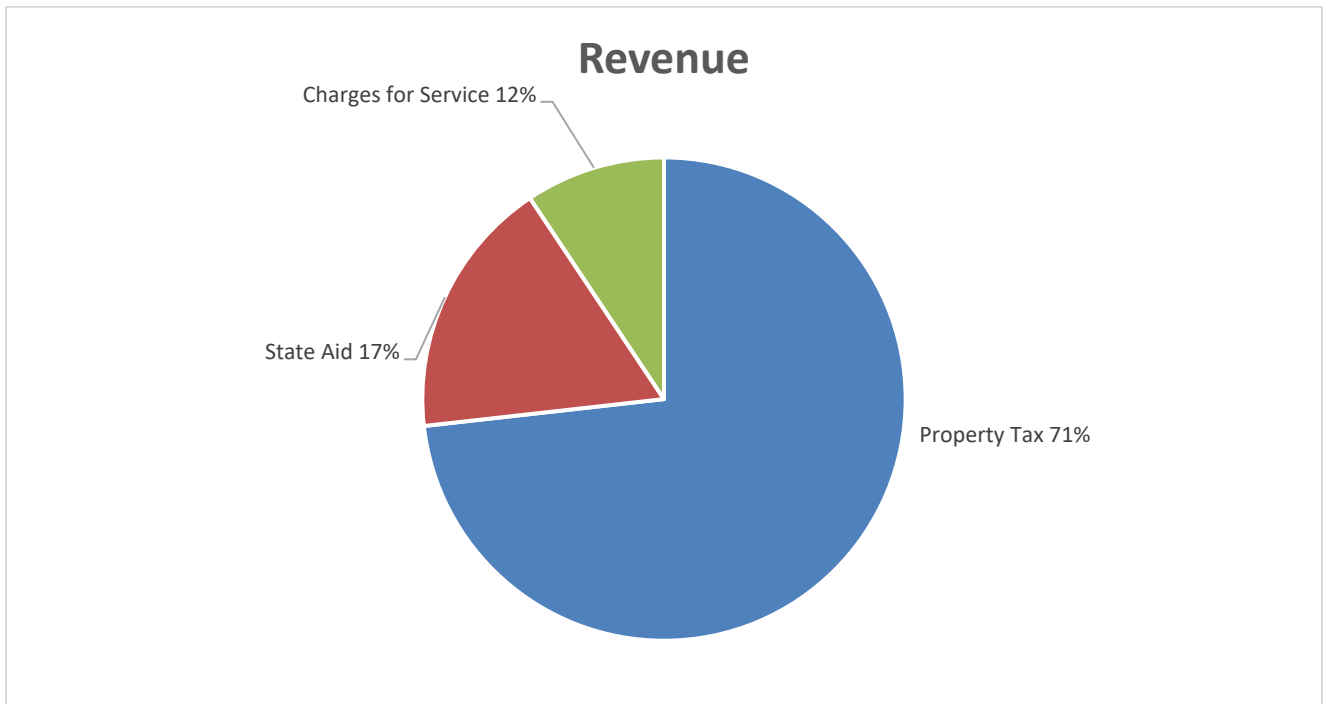
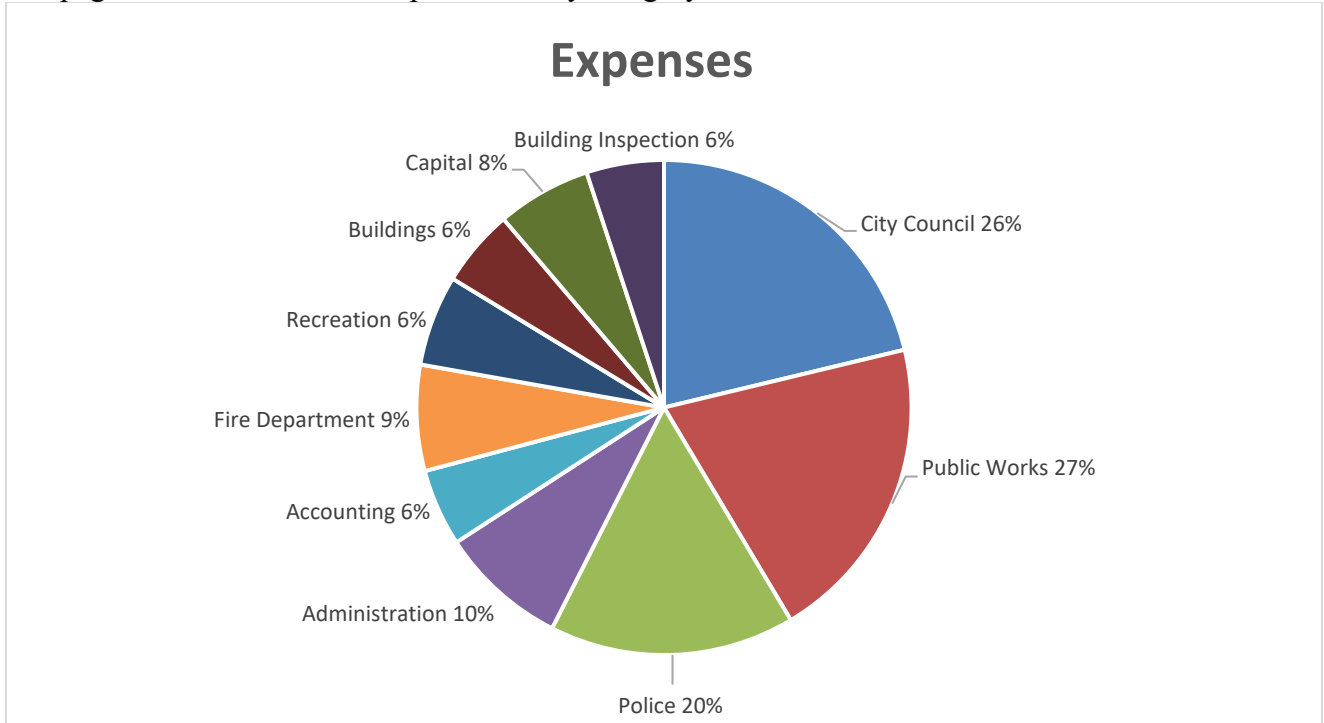
1. The property is classified and valued by the assessor. Although the assessor has discretion in estimating market values, he or she is subject to review by the Minnesota Department of Revenue. The state requires the property values be within 90% - 105% of actual sales figures. Property owners are also given the opportunity to request a change in the valuation of their property each April and the Local Board of Appeal and Equalization meeting.
2. The tax capacity of all property in the City is calculated. The legislature has created several classifications of property and a “class rate percentage” for each classification. The tax capacity is determined by multiplying the taxable value of each property by the appropriate class percentage. The sum of all parcel tax capacities is the net tax capacity for the City.
3. The final levy is determined and certified by the City Council. This is the amount needed from property taxes to fund City services.
4. The certified levy is divided by the total net tax capacity to establish the City tax rate.

The following table demonstrates the results of the tax rate calculation:

	2022	2023	Percent Change
Net Tax Capacity	\$840,823	\$1,059,563	26%
Certified Levy	\$1,331,101	\$1,432,755	7.6%
City Tax Rate	1.58	1.35	(14.5%)

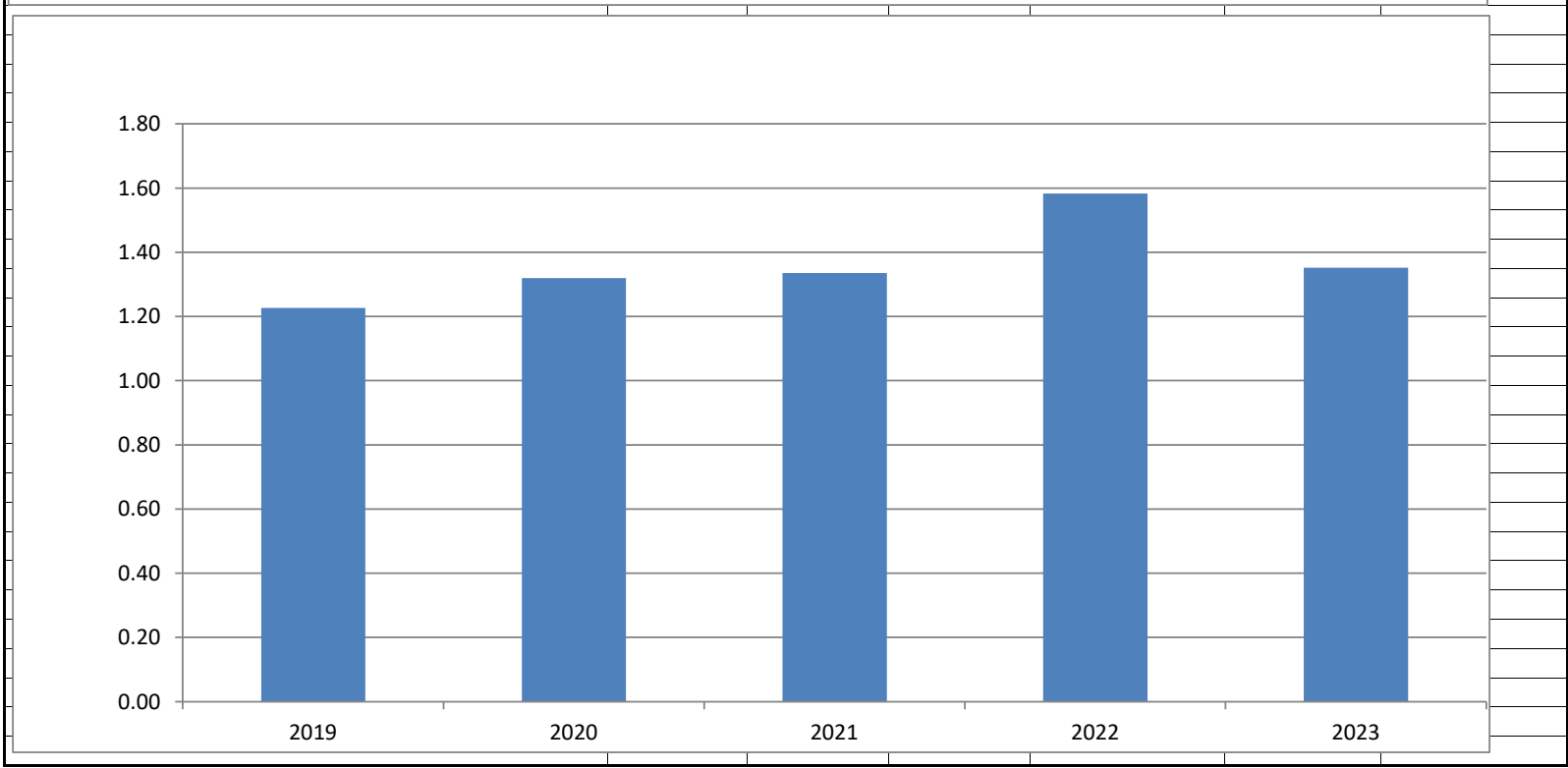
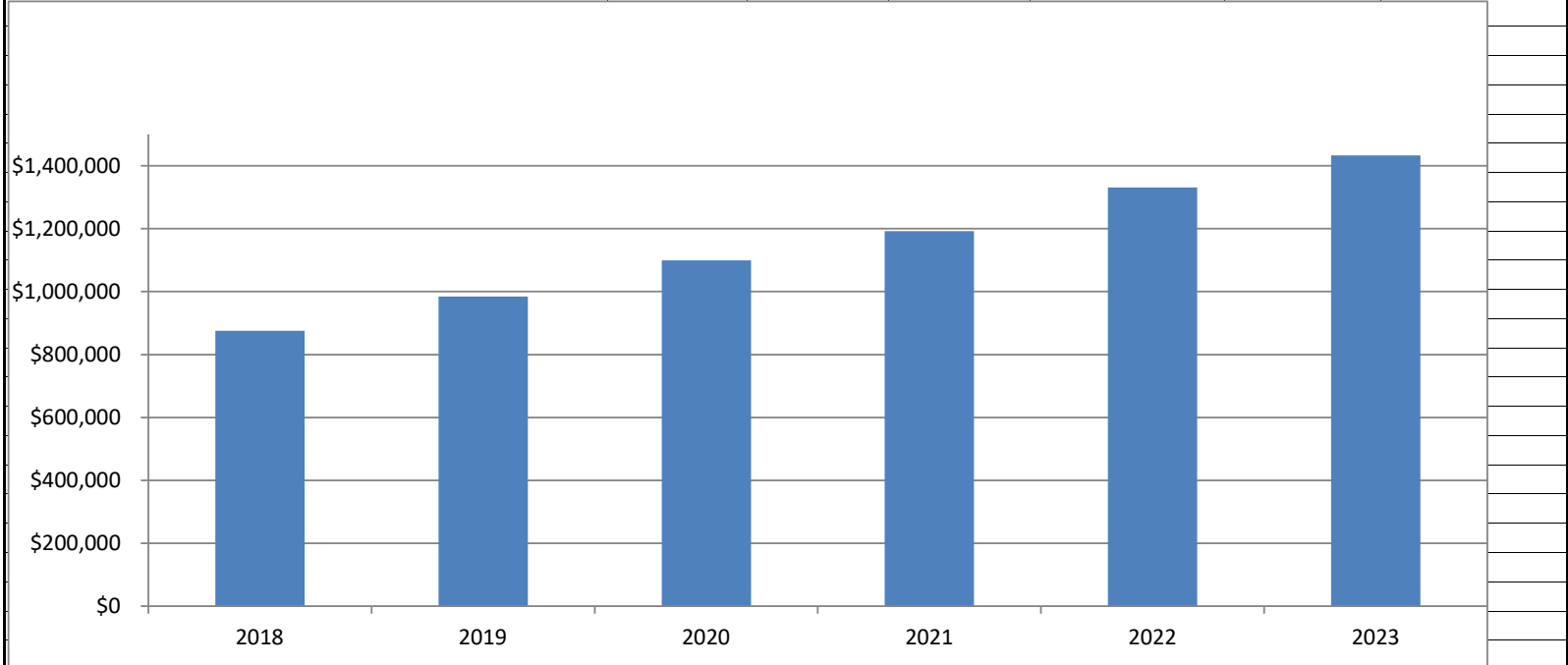
The proposed final levy is \$1,432,755, which is \$101,654 more than the final levy for 2022. The result is an anticipated tax rate of 1.35. This is 14.5% lower than the 2022 tax rate.

The levy (property taxes) is the primary source of funds to pay for City operations. The charts on this page show revenues and expenditures by category.





	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
General Fund	\$875,634	\$984,648	\$1,099,595	\$1,192,037	\$1,331,101	\$1,432,755
Debt Service	\$0	\$0	\$0	\$0		
Total Levy	\$875,634	\$984,648	\$1,099,595	\$1,192,037	\$1,331,101	\$1,432,755
Increase:		\$109,014	\$114,947	\$92,442	\$139,064	\$101,654
Tax Rate	1.09	1.23	1.32	1.34	1.58	1.35



## City Council

### **Revenues**

City Council revenues include various state aids:

- Taconite Aid is a state aid that is provided to communities within the Taconite Relief Area.
- Mining Effects Aid is a state aid that is provided specifically to communities in close proximity to an active taconite mining operation.
- Local Government Aid (LGA) is a general purpose aid that can be used for any lawful expenditure.

The City Council also receives revenue from liquor and tobacco license fees, and a cable tv franchise fee that is collected by the provider and submitted to the City.

The City receives an amount equal to 10% of the revenue received by any organization conducting charitable gambling in Biwabik.

In some years, the City receives a dividend from our insurance provider, the League of MN Cities Insurance Trust. This is received in the years that the LMCIT fund balance is high enough due to low usage of the pooled reserve funds.

### **Expenses**

City Council expenditures include the salaries for Mayor and Council along with training costs and membership dues to professional organizations including the East Range Joint Powers Board, League of MN Cities, and the Range Association of Municipalities and Schools.

The City Council's legal fees include an annual agreement for general legal services with our City Attorney for \$30,000. This expense is shared with the Public Utilities Commission, with the City paying \$24,000 and the PUC paying \$6,000. The City is also budgeting an additional \$30,000 for legal expenses related to the annexation agreement with White Township.

The donations line item is generally used as a pass-through of funds that are submitted to the City by charitable gambling organizations operating "pull-tabs" in local establishments. The City forwards this money to the Biwabik Area Civic Association. The City has also provided funding for projects such as a local high school trapshooting team project and a smartphone-based historic mining tour created by a local economic development agency.

The largest expenditure by far is the annual annexation payment to White Township. This payment is calculated in accordance with annexation agreement that brought the Giants Ridge area in to Biwabik City Limits in 2002.

<b>Revenues</b>	<b>2022 Budget</b>	<b>YTD 7/1/2022</b>	<b>2022 Balance</b>	<b>Proposed 2023</b>
Property Tax	1,331,101	22,002	1,309,099	1,432,755
State Aid (detailed below under property tax and state aid)	348,646	22,888	325,758	351,206
City Council (detailed below)	17,150	21,200	-4,050	17,200
City Administrator (detailed on page 8)	0	0	0	0
Election (detailed on page 8)	10	0	10	0
Accounting (detailed on page 8)	500	874	-374	1,000
Buildings (detailed on page 10)	17,000	7,474	9,526	17,000
Police (detailed on page 10)	12,000	0	12,000	12,000
Fire Dept (detailed on page 12)	0	0	0	7,000
Building Inspection (detailed on page 12)	21,600	11,140	10,460	21,600
Public Works (detailed on page 14)	900	0	900	20,000
Recreation (detailed on page 16)	125,000	56,372	68,628	150,000
Capital (detailed on page 16)				67,000
<b>Total</b>	<b>1,873,907</b>	<b>141,950</b>	<b>1,731,957</b>	<b>2,029,761</b>
<b>Expenditures</b>	<b>2022 Budget</b>	<b>YTD 7/1/2022</b>	<b>2022 Balance</b>	<b>Proposed 2023</b>
City Council (detailed below)	400,322	56,361	343,961	448,067
City Administrator (detailed on page 8)	169,989	75,185	94,804	177,483
Election (detailed on page 8)	1,800	829	971	0
Accounting (detailed on page 8)	104,885	31,300	73,585	107,203
Buildings (detailed on page 10)	100,730	50,303	50,427	106,730
Police (detailed on page 10)	338,103	58,745	279,358	338,103
Fire Dept (detailed on page 12)	125,000	58,745	66,255	145,896
Building Inspection (detailed on page 12)	14,400	8,374	6,026	14,400
Public Works (detailed on page 14)	401,597	194,614	206,984	459,299
Recreation (detailed on page 16)	94,080	32,717	61,363	102,580
Capital (detailed on page 16)	123,000	652	122,348	197,000
<b>Total</b>	<b>1,873,907</b>	<b>567,825</b>	<b>1,306,082</b>	<b>2,096,761</b>
<b>Property Tax and State Aid</b>	<b>2022 Budget</b>	<b>YTD 7/1/2022</b>	<b>2022 Balance</b>	<b>Proposed 2023</b>
R 101-41000-31000 General Property Taxes	1,331,101	22,002	1,309,099	1,432,755
R 101-41000-33000 Mining Effects	25,000	22,888	2,112	25,000
R 101-41000-33400 Taconite Aid	75,000		75,000	75,000
R 101-41000-33401 Local Government Aid	248,646		248,646	251,206
<b>Total</b>	<b>1,679,747</b>	<b>44,890</b>	<b>1,634,857</b>	<b>1,783,961</b>
<b>Council</b>	<b>2022 Budget</b>	<b>YTD 7/1/2022</b>	<b>2022 Balance</b>	<b>Proposed 2023</b>
Revenue				
R 101-41110-32000 Liquor License	2,000	2,600	-600	2,000
R 101-41110-32100 Tobacco Licenses	150	200	-50	200
R 101-41110-34770 Cable TV Franchise Fee	10,000	5,816	4,184	10,000
R 101-41110-36200 Miscellaneous		200	-200	
R 101-41110-36210 Interest Earnings		60	-60	
R 101-41110-36230 Contributions and Donations	5,000	4,219	781	5,000
R 101-41110-39000 Insurance Dividend		8,105		
<b>Total</b>	<b>17,150</b>	<b>21,200</b>	<b>4,055</b>	<b>17,200</b>
Expenditures				
E 101-41110-100 Wages and Salaries	15,600	4,650	10,950	15,600
E 101-41110-122 FICA	967	356	611	967
E 101-41110-300 Professional Services		32		
E 101-41110-304 Legal Fees	54,000	22,833	31,167	54,000
E 101-41110-331 Conference Expenses	2,000	289	1,711	2,000
E 101-41110-352 General Notices and Public Info	500	2,170	-1,670	2,500
E 101-41110-430 Miscellaneous	500	3,500	-3,000	500
E 101-41110-433 Dues and Subscriptions	16,755	8,200	8,555	17,500
E 101-41110-490 Donations	5,000	14,331	-9,331	5,000
E 101-41110-710 Town of White Payment	305,000		305,000	350,000
<b>Department Total</b>	<b>400,322</b>	<b>56,361</b>	<b>343,993</b>	<b>448,067</b>

## City Administrator

### **Revenues**

There are no specific revenue sources connected to this department.

### **Expenses**

Administration expenditures include 70% of the salary and benefits for the City Administrator, (With the balance being paid by the Public Utilities commission) along with training costs and membership dues to professional organizations. The proposed 2023 budget includes a 3% cost of living increase in the Wage and Salaries line.

The City's Workers Compensation insurance that covers all City employees, and the City's general liability insurance provided through the League of MN Cities Insurance Trust are also included in this department.

The Telephone line item includes the City's portion of landline and cellular telephones, wired and wireless internet service, and the service that provides voicemail, fax, and call forwarding services.

Professional Services in this department include things like general engineering or surveying services from our City Engineer.

### Elections

There are no elections scheduled for calendar year 2023, but in an election year, this budget includes wages and training for election judges as well as related office supplies and required publication and notification.

### Accounting

#### **Revenues**

Charges for Service in this department include fees charged for:

- Copies
- Notary Services
- Pet Licenses
- Public Record Requests

#### **Expenses**

Accounting expenditures include the City's portion of the salary and benefits for the Deputy Clerk, as well as on-going training and education under conference expenses and dues and subscriptions. The proposed 2023 budget includes a 3% cost of living increase in the Wage and Salaries line.

This budget includes the City's portion of the annual audit done by Walker, Giroux, and Hahne. This audit covers all City financial activity for the year.

EDP, Software and Design covers the annual license fees for our accounting software, website hosting, and a Geographic Information System (mapping) program.

<b>City Administrator</b>	<b>2022 Budget</b>	<b>YTD 7/1/2022</b>	<b>2022 Balance</b>	<b>Proposed 2023</b>
Revenue				
<b>Department Total</b>		<b>0</b>	<b>0</b>	<b>0</b>
Expenditures				
E 101-41300-100 Wages and Salaries	63,942	29,512	34,430	65,860
E 101-41300-121 PERA	4,796	2,213	2,582	4,083
E 101-41300-122 FICA	3,964	2,258	1,707	2,377
E 101-41300-123 Medicare	927		927	955
E 101-41300-131 Employer Paid Health	6,571	1,632	4,939	26,168
E 101-41300-133 Employer Paid Dental	210	170	40	210
E 101-41300-134 Employer Paid Life	69	24	45	69
E 101-41300-151 Worker s Comp Insurance Prem	28,000	22,073	5,927	25,000
E 101-41300-200 Office Supplies	5,000	3,630	1,370	5,000
E 101-41300-300 Professional Srvs	15,000	2,640	12,360	5,000
E 101-41300-321 Telephone/Internet	15,000	10,019	4,981	15,000
E 101-41300-322 Postage	500		500	500
E 101-41300-331 Conference Expenses	2,500	309	2,191	2,500
E 101-41300-352 General Notices and Publication				
E 101-41300-362 Insurance	22,750		22,750	24,000
E 101-41300-433 Dues and Subscriptions	760	706	54	760
E 101-41300-436 Bank Fees		400		
<b>Department Total</b>	<b>169,989</b>	<b>75,185</b>	<b>94,804</b>	<b>177,483</b>
<b>Elections</b>	<b>2022 Budget</b>	<b>YTD 7/1/2022</b>	<b>2022 Balance</b>	<b>Proposed 2023</b>
Revenue				
R 101-41410-34760 Filing Fees	10		10	0
R 101-41110-36200 Miscellaneous			0	0
<b>Department Total</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>
Expenditures				
E 101-41410-111 Part-time wages	1,200		1,200	
E 101-41410-200 Office Supplies	500		500	
E 101-41400-200 Office Supplies		228		
E 101-41410-208 Training and Instruction	100	180	-80	
E 101-41410-340 Advertising		422		
<b>Department Total</b>	<b>1,800</b>	<b>829</b>	<b>1,620</b>	<b>0</b>
<b>Accounting</b>	<b>2022 Budget</b>	<b>YTD 7/1/2022</b>	<b>2022 Balance</b>	<b>Proposed 2023</b>
Revenue				
R 101-41500-34000 Charges for Services	500	874	-374	1,000
R 101-41500-36200 Miscellaneous				
<b>Department Total</b>	<b>500</b>	<b>874</b>	<b>-374</b>	<b>1,000</b>
Expenditures				
E 101-41500-100 Wages and Salaries	36,918	17,042	19,876	38,026
E 101-41500-121 PERA	2,769	1,278	1,491	2,852
E 101-41500-122 FICA	2,307	1,304	1,004	2,377
E 101-41500-123 Medicare	535		535	551
E 101-41500-131 Employer Paid Health	25,126	8,210	16,917	26,168
E 101-41500-133 Employer Paid Dental	210	210	0	210
E 101-41500-134 Employer Paid Life	69	48	21	69
E 101-41500-301 Auditing and Accounting Services	32,000	1,750	30,250	32,000
E 101-41500-309 EDP, Software and Design	3,200	1,459	1,742	3,200
E 101-41500-331 Conference Expenses	1,000		1,000	1,000
E 101-41500-430 Miscellaneous	500		500	500
E 101-41500-433 Dues and Subscriptions	250		250	250
<b>Department Total</b>	<b>104,885</b>	<b>31,300</b>	<b>73,585</b>	<b>107,203</b>

## **Buildings**

### **Revenues**

Office leases in this budget includes the fees we charge for private businesses or organizations that rent office space in City Hall. There are two active leases.

The fees for rental of the Biwabik Park Pavilion are budgeted under Rental.

The grocery store located in the City Hall pays, as rent, \$2,850 per month directly to the bank for the loan that the City received to pay for the new City Hall in 1994.

### **Expenses**

The Buildings category includes all expenses necessary to heat, cool, light and maintain the Police/Fire Station, Pavilion, Public Works Garage, City Hall and other various smaller buildings.

Professional Services in this department include inspection and maintenance of fire extinguishers and sprinklers, maintenance and certification of the elevator, pest control, maintenance of doors and locks, and a service to provide rugs, paper towels, and bathroom supplies.

The Repairs and Maintenance budget covers plumbing, electrical, flooring, roofing and other needed contractors.

The City Pavilion has a commercial grade kitchen with many of the items needing replacement. We will be obtaining quotes and estimates for a gas stove, dishwasher, refrigerator, and microwave.

There are additional Pavilion related expenses budgeted for in the Capital budget.

## **Police Services**

### **Revenues**

The City receives an annual \$12,000 payment for the police department providing daily checks of the grounds at a nearby explosives distributor.

### **Expenses**

The only Police Services expenditure for 2023 is the payment of \$338,103 to the City of Gilbert in exchange for police services.

<b>Buildings</b>	2022 Budget	YTD 7/1/2022	2022 Balance	Proposed 2023
Revenue				
R 101-41940-34000 Charges for Services				
R 101-41940-34101 Office Leases	12,000	4,578	7,422	12,000
R 101-41940-36200 Miscellaneous Revenues				
R 101-41940-36220 Rental	5,000	2,896	2,104	5,000
<b>Department Total</b>	<b>17,000</b>	<b>7,474</b>	<b>9,526</b>	<b>17,000</b>
<b>Expenditures</b>				
E 101-41940-200 Office Supplies		731	-731	
E 101-41940-215 Shop Supplies	500		500	500
E 101-41940-223 Building Repair Supplies			0	
E 101-41940-300 Professional Svcs	25,000	14,097	10,903	25,000
E 101-41940-354 Application/Permit fees/licens	130	130	0	130
E 101-41940-381 Electric Utilities	12,000	5,369	6,631	12,000
E 101-41940-383 Gas Utilities	22,000	23,329	-1,329	28,000
E 101-41940-401 Repairs/Maint Buildings	40,000	6,229	33,771	40,000
E 101-41940-430 Miscellaneous	500		500	500
E 101-41940-602 Building Loan			0	
E 101-41940-750 Pers Prop Tax - Office Lease	600	418	182	600
<b>Department Total</b>	<b>100,730</b>	<b>50,303</b>	<b>50,427</b>	<b>106,730</b>
<b>Police</b>				
	2022 Budget	YTD 7/1/2022	2022 Balance	Proposed 2023
Revenue				
R 101-42000-32240 Animal Licenses		228	-228	
R 101-42000-34000 Charges for Services	12,000		12,000	12,000
<b>Department Total</b>	<b>12,000</b>	<b>0</b>	<b>11,772</b>	<b>12,000</b>
<b>Expenditures</b>				
E 101-42000-300 Professional Svcs	338,103	253,577	84,526	338,103
<b>Department Total</b>	<b>338,103</b>	<b>253,577</b>	<b>84,526</b>	<b>338,103</b>

## Fire Department

### Revenues

The City receives a reimbursement from the State each year for a portion of our training expenses.

### Expenses

Expenditures covered in the Fire Department budget include salaries and training for Firefighters as well as equipment purchases and maintenance.

The Wages and Salaries line includes:

- \$5,5136 in officer stipends
- \$2,700 in training wages
- \$1,800 in truck inspection wages
- \$4,000 in fire call wages.

The Training and Instruction line includes:

- \$6,200 in new hire training (based on 4 new hires)
- \$2,250 for physicals and self-contained breathing apparatus fitting
- \$1,200 for two live burn trainings
- \$1,200 for 2 pump operations training
- \$500 water supply, hydrants, and hose training
- \$140 for auto-extrication training
- \$140 for OSHA and safety training
- \$140 for snowmobile training
- \$140 for additional regional trainings

Conference Expenses include:

- \$1,400 for the MN State Fire Department Association
- \$5,600 for the MN FIRE Conference
- \$6,000 for the FD International Conference

The Repairs/Maintenance includes:

- \$5,700 for hose and ladder testing
- \$3,500 for maintenance on Engine 1
- \$200 for maintenance on the Rescue 1 (Pick-up)
- \$850 for maintenance on the auto extrication equipment
- \$7,250 for maintenance on Quint 1 (ladder truck)

The Equipment line includes:

- \$7,800 for new hire equipment
- \$505 for tear away vests
- \$1,034 for a K12 Vent Saw
- \$525 for a chain saw
- \$24,250 for radios and pagers (radios are approximately \$3,000 each, pagers are approximately \$400 each)

This budget also includes a \$25,000 annual payment for money borrowed to purchase the ladder truck.

## Building Inspection

### Revenues

Building permit revenue is the sole source of revenue in this department.

### Expenses

Building Inspection expenditures are for the contract price for our Certified Building Official and the cost for the City Engineer to conduct inspections of erosion control measures on projects that require them.



<b>Fire</b>	2022 Budget	YTD 7/1/2022	2022 Balance	2023 Budget
Revenue				
R 101-42260-33418 State Aid	3,220			7000
R 101-42260-39360 Grant		40,022.50		
<b>Department Total</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>7000</b>
Expenditures				
E 101-42260-100 Wages and Salaries	9,980	6,210	3,770	13,636
E 101-42260-122 FICA		475	-475	
E 101-42260-200 Office Supplies			0	100
E 101-42260-205 Equipment Repair	7,800		7,800	6,600
E 101-42260-208 Training and Instruction	15,520	880	14,640	15,250
E 101-42260-212 Vehicle Gas/Diesel Fuel	960	162	798	1,680
E 101-42260-221 Equipment Parts			0	0
E 101-42260-300 Professional Srvs			0	550
E 101-42260-331 Conference Expenses	13,000		13,000	13,000
E 101-42260-404 Repairs/Maint Machinery/Equip	15,360	19,671	-4,311	17,500
E 101-42260-415 Equipment	35,180	30,341	4,839	49,080
E 101-42260-417 Uniforms	2,200	980	1,220	3,500
E 101-42260-430 Miscellaneous		26		
Loan Payment for Fire Truck	25,000		25,000	25,000
<b>Department Total</b>	<b>125,000</b>	<b>58,745</b>	<b>41,281</b>	<b>145,896</b>
<b>Building Inspection</b>	2022 Budget	YTD 7/1/2022	2022 Balance	Proposed 2023
Revenue				
R 101-42400-32210 Building Permits	21,600	10,740	10,860	21,600
R 101-42400-34204 Erosion Control Permit		400		
<b>Department Total</b>	<b>21,600</b>	<b>11,140</b>	<b>10,860</b>	<b>21,600</b>
Expenditures				
E 101-42400-300 Professional Srvs	14,400	8,374	6,026	14,400
E 101-42400-302 Erosion Control Inspection			0	
<b>Department Total</b>	<b>14,400</b>	<b>8,374</b>	<b>6,026</b>	<b>14,400</b>

## Public Works

### **Revenues**

Charges for Service in this department include billing for cleanup of nuisance properties if the owner of the property does not voluntarily comply with the City's nuisance ordinance.

### **Expenses**

Public Works expenditures consist of salaries and benefits for a Working Foreman, and 3 Heavy Equipment Operators. Equipment and supplies needed for snowplowing and ice clearing, street maintenance, street lighting, and traffic marking and signage are also budgeted for under Public Works.

Personnel costs are in accordance with a collective bargaining agreement. The City recently approved a three year contract with this group. \$50,000 of the total Wage and Salaries for Public Works are covered by the Public Utilities Commission in exchange for services provided by the crew such as snow removal, mowing, and excavation.

The Repair/Maintenance line item includes \$10,000 to cover items needed to keep our vehicles and equipment running. The largest identified use of these funds in 2023 is a new set of tires for the front-end loader we use to clear and haul snow. The estimated cost for a set of 4 tires is \$6,000.

The Crack Sealing line includes funding for a contracted service to apply rubberized sealant to cracks in our paved roads. This is done to extend the life of the pavement by keeping out water that would crack the road during the freeze/thaw cycle that occurs in winter. In past years, the City has budgeted \$20,000 for this service that is provided through a cooperative purchasing agreement with St Louis County and other communities. This service was not available in 2022, so the budgeted funds will be specifically carried over to 2023. This will bring the total budget for crack sealing to \$40,000 for the year.

## Stormwater

### **Revenues**

The City instituted a stormwater charge starting in 2016 to provide dedicated funding for the stormwater system. Before that, the stormwater system was funded by the tax levy and appeared in the Public Works budget.

### **Expenses**

The stormwater expenses include \$10,000 for maintenance of the stormwater system, and \$40,000 each year is used to help pay the debt for the City-Wide Reconstruction project.

<b>Public Works</b>	2022 Budget	YTD 7/1/2022	2022 Balance	Proposed 2023
Revenue				
R 101-43000-34000 Charges for Services	900			
Carry-over for Crack Seal				20,000
<b>Department Total</b>	<b>900</b>			<b>20,000</b>
			0	
Expenditures				
E 101-43000-100 Wages and Salaries	171,582	103,710	67,872	201,156
E 101-43000-111 Part-time wages	15,360	1,560	13,800	15,360
E 101-43000-121 PERA	16,619	7,778	8,840	17,685
E 101-43000-122 FICA	13,899	8,053	5,846	15,733
E 101-43000-123 Medicare	3,213		3,213	3,642
E 101-43000-125 Central Pension Benefit	19,968	9,984	9,984	19,968
E 101-43000-131 Employer Paid Health	79,536	37,848	41,688	84,336
E 101-43000-133 Employer Paid Dental	1,200	1,200	0	1,200
E 101-43000-134 Employer Paid Life	320	596	-276	320
E 101-43000-135 Employer Paid Other	2,400	2,087	313	2,400
E 101-43000-205 Equipment Repair	4,000	1,996	2,004	4,000
E 101-43000-208 Training and Instruction		130	-130	
E 101-43000-212 Vehicle Gas/Diesel Fuel	15,000	7,121	7,879	15,000
E 101-43000-215 Shop Supplies	3,000	2,315	685	3,000
E 101-43000-220 Repair/Maint Supply	10,000	5,402	4,598	10,000
E 101-43000-224 Street Repairs	10,000		10,000	10,000
E 101-43000-226 Sign Materials	2,000	1,177	823	2,000
E 101-43000-228 Street Crack Seal Program	20,000		20,000	40,000
E 101-43000-300 Professional Services	5,000		5,000	5,000
E 101-43000-321 Telephone	0		0	0
E 101-43000-362 Insurance	0		0	0
E 101-43000-381 Electric Utilities	0	493	-493	0
E 101-43000-415 Equipment	5,000	3,035	1,965	5,000
E 101-43000-430 Miscellaneous	3,500	129	3,371	3,500
E 101-43000-510 Equipment Lease			0	
<b>Department Total</b>	<b>401,597</b>	<b>194,614</b>	<b>206,984</b>	<b>459,299</b>
<b>Stormwater System</b>				
	2022 Budget	YTD 7/1/2022	2022 Balance	Proposed 2023
Revenue				
R 604-49451-37100	50,000	26,100	23,900	50,000
<b>Department Total</b>	<b>50,000</b>	<b>26,100</b>	<b>23,900</b>	<b>50,000</b>
Expenditures				
Repairs & Maintenance	10,000		10,000	10,000
Debt Service	40,000		40,000	40,000
<b>Department Total</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>

## Recreation

### **Revenues**

Recreation revenue consists mainly of fees collected for use of the campground. The campground collects fees for recreational camping, seasonal camping, and off-season storage of camping related items.

The City has also rented out the Pavilion for “sleep & Ski” groups that come up and use it as an inexpensive lodging option when visiting Giants Ridge Ski Area.

### **Expenses**

The Recreation category includes the City’s contribution to the local public access cable channel.

Professional Services includes \$13,500 for Biwabik’s share of the joint youth activities director position, approximately \$7,000 to fund the lifeguards at the Biwabik beach, and \$5,000 for other services that may be needed.

Campground Management Services includes funds for a campground host, costs associated with running the campground reservation system, water, electric and trash utilities, and portable toilets.

The \$10,000 in Recreation Equipment was for originally for new bleachers at the ballfields, but then we got a very generous donation from Caring for The Kids Community. The next priority items are additional repairs and improvements down at the ballfields (dugouts, fences, and maybe additional seating)

## Capital

### **Revenues**

The 2023 Capital expenses are funded through the tax levy and a carry over of funds that were designated for a “Toolcat” which is used for snow removal, grass mowing, loading and unloading materials, etc...

The City received \$102,536.70 in American Rescue Plan, which can be used for a wide variety of purposes. The uses so far have been \$3,417 for a residential demolition project, and \$14,300 was allocated to a Strategic Planning process facilitated by a consultant.

### **Expenses**

The Capital expenses include the purchase of a new “Toolcat” using the MN State Cooperative Purchasing program and several need building upgrades.

The \$30,000 Parks budget covers flowers and plants in the park, at the west entrance and along Main Street. It covers the portable toilets at the ballfields and west entrance. We paid for the mosquito control in the park out of the Parks Committee budget in 2022, and in some years we pay for the weed control on the Main Street sidewalks and around the gazebo.

The steps and entrance to City Hall need to be replaced or repaired after nearly 30 years of use, and the Biwabik Park Pavilion needs extensive updates to walls, windows, roofing, HVAC, plumbing and electrical. These projects will be prioritized and quotes or bids will need to be received to award the work to a contractor or vendor.

## Ambulance

### **Revenues**

Ambulance revenue is provided through charges for service when the department responds to 911 costs for medical care. We also receive some reimbursement from the State for training costs.

### **Expenses**

Wages and Salaries for emergency medical personnel are provided for responding to 911 calls as well as time spent “on-call”, which is when members commit to being available for calls so we have people available 24 hours a day to provide medical care.

This self-supporting department also includes funds for training, supplies, equipment, and other operational expenses.

<b>Recreation</b>	2022 Budget	YTD 7/1/2022	2022 Balance	Proposed 2023
Revenue				
R 101-45100-34720 Campground Fees	125,000	55,865	69,135	150,000
R 101-45100-34730 Registration Fees			0	
R 101-45100-34740 Park & Rec Concessions			0	
R 101-45100-34750 Sleep n Ski		507	-507	
R 101-45100-34950 Donations			0	
<b>Department Total</b>	<b>125,000</b>	<b>56,372</b>	<b>68,628</b>	<b>150,000</b>
Expenditures				
E 101-45100-204 Campground Host		9,000	-9,000	
E 101-45100-206 Channel 2 Operations	3,080	3,081	-1	3,080
E 101-45100-300 Professional Srvs	22,000	11,838	10,162	25,500
E 101-45100-307 Campground Mgmt Services	52,000	6,246	45,754	52,000
E 101-45100-321 Telephone		55	-55	
E 101-45100-381 Electric Utilities	12,000	2,469	9,531	12,000
E 101-45100-415 Equipment	5,000		5,000	10,000
E 101-45100-435 Lodging Tax		28	-28	
<b>Department Total</b>	<b>94,080</b>	<b>32,717</b>	<b>61,363</b>	<b>102,580</b>
<b>Capital</b>	2022 Budget	YTD 7/1/2022	2022 Balance	Proposed 2023
Revenue				
Carry over for Toolcat purchase				67,000
<b>Capital Total</b>				<b>67,000</b>
Expenditures				
E 101-45200-308 Parks Committee	30,000	652	29,348	30,000
E 101-45200-510 Equip - Capital Outlay	93,000		93,000	167,000
<b>Capital Total</b>	<b>123,000</b>	<b>652</b>	<b>122,348</b>	<b>197,000</b>
<b>Ambulance</b>	2022 Budget	YTD 7/1/2022	2022 Balance	Proposed 2023
Revenues				
R 608-42153-32160 Reimbursements		652		9000
R 608-42153-34205 Ambulance Revenues	90,000	0	90,000	106,000
<b>Department Total</b>	<b>90,000</b>	<b>0</b>	<b>90,000</b>	<b>106,000</b>
Expenditures				
E 608-42153-100 Wages and Salaries	49,660	29,295	20,365	54,259
E 608-42153-122 FICA	2,800	2,241	559	2,800
E 608-42153-200 Office Supplies	125		125	125
E 608-42153-205 Equipment Repair	5,400	21,529	-16,129	6,500
E 608-42153-208 Training and Instruction	10,875	489	10,386	9,250
E 608-42153-210 Operating Supplies	14,000	3,456	10,544	14,000
E 608-42153-212 Vehicle Gas/Diesel Fuel	1,350		1,350	1,350
E 608-42153-221 Equipment Parts	2,000		2,000	2,000
E 608-42153-300 Professional Srvs	12,500	8,168	4,333	12,500
E 608-42153-321 Telephone	900	556	344	900
E 608-42153-331 Conference Expenses	3,175		3,175	2,050
E 608-42153-352 General Notices and Pub Info	50		50	50
E 608-42153-362 Insurance	1,750		1,750	1,750
E 608-42153-415 Equipment	2,000		2,000	1,000
E 608-42153-417 Uniforms	2,200	980	1,220	1,500
E 608-42153-430 Miscellaneous	200	75	125	200
<b>Department Total</b>	<b>108,985</b>	<b>66,788</b>	<b>42,197</b>	<b>110,234</b>

## **Utility Funds**

Utility funds are entirely self-supporting and are not subsidized through property taxes.

<b>Revenues</b>	2022 Budget	YTD 7/1/2022	2022 Balance	Proposed 2023
Water	385,000	182,743	202,257	375,200
Electrical	751,500	355,227	396,273	702,100
Wastewater	285,000	66,267	218,733	292,500
Refuse	149,215	64,320	84,895	172,100
	<b>1,570,715</b>	<b>668,557</b>	<b>902,158</b>	<b>1,541,900</b>
<b>Expenditures</b>				
Water	376,470	211,182	165,288	374,904
Electrical	748,374	381,507	366,867	701,912
Wastewater	284,991	66,267	218,724	291,324
Refuse	148,870	80,687	68,183	170,728
	<b>1,558,705</b>	<b>739,643</b>	<b>819,062</b>	<b>1,538,869</b>

## **Water Utility**

### **Revenue**

Water Revenues are generated by providing water service to Biwabik Residents. The Biwabik PUC provides water to approximately 690 accounts in the City of Biwabik. The extension of water service to the Voyageurs Retreat development will continue to expand the customer base in years to come. New customers are also charged a Water Access Charge when hooking on to the system for the first time.

### **Expenses**

The Water budget includes a portion of the personnel costs for City staff.

The largest expense is the Professional Services line which covers the contract we have with a private company to provide operation on maintenance of the system.



<b>Water</b>	2022 Budget	YTD 7/1/2022	2022 Balance	Proposed 2023
Revenue				
R 600-49400-36210 Interest Earnings				
R 600-49400-37100 Residential	342,000	158,189	183,811	332,000
R 600-49400-37150 Commercial	41,000	22,486	18,514	39,500
R 600-49400-37160 Penalty		1,683	-1,683	2,500
R 600-49400-37170 Municipal	2,000	281	1,719	1,200
R 600-49400-37250 Connect/Reconnect Fee			0	
R 600-49400-36200 Misc		104	-104	
<b>Department Total</b>	<b>385,000</b>	<b>182,743</b>	<b>202,257</b>	<b>375,200</b>

Expenditures				
E 600-49400-100 Wages and Salaries	53,125	12,993	40,132	53,969
E 600-49400-121 PERA	2,109	974	1,135	2,173
E 600-49400-122 FICA	1,746	1,086	661	1,799
E 600-49400-131 Employer Paid Health	15,663	5,409	10,254	15,296
E 600-49400-133 Employer Paid Dental	150	214	-64	150
E 600-49400-134 Employer Paid Life	50		50	50
E 600-49400-151 Worker s Comp Insurance Prem			0	
E 600-49400-200 Office Supplies	500		500	500
E 600-49400-205 Equipment Repair		2,380	-2,380	3,000
E 600-49400-215 Shop Supplies	2,500	905	1,595	500
E 600-49400-216 Chemicals and Chem Products	8,000	224	7,776	
E 600-49400-300 Professional Svcs	161,400	123,538	37,862	166,242
E 600-49400-301 Auditing and Acct g Services	3,000		3,000	3,000
E 600-49400-304 Legal Fees	2,000		2,000	2,000
E 600-49400-306 Commissioner Salary	2,400	1,200	1,200	2,400
E 600-49400-309 EDP, Software and Design	3,950	1,985	1,965	3,950
E 600-49400-321 Telephone	500		500	500
E 600-49400-322 Postage	550	629	-79	550
E 600-49400-331 Conference Expenses	250		250	250
E 600-49400-352 General Notices and Pub Info	500		500	500
E 600-49400-354 Application/Permit fees/licens	800	436	364	800
E 600-49400-355 Connection Fee - State			0	
E 600-49400-362 Insurance	8,500		8,500	8,500
E 600-49400-381 Electric Utilities	10,000	3,791	6,209	10,000
E 600-49400-383 Gas Utilities		8,456	-8,456	
E 600-49400-400 Repairs & Maint Cont	5,000	1,769	3,231	5,000
E 600-49400-401 Repairs/Maint Buildings	1,000		1,000	1,000
E 600-49400-415 Equipment	4,000		4,000	4,000
E 600-49400-430 Miscellaneous		2	-2	
E 600-49400-433 Dues and Subscriptions	1,676		1,676	1,676
E 600-49400-530 Loan Payment (PUC)			0	
E 600-49400-611 Investment	12,100		12,100	12,100
E 600-49400-601 Bond Payment		42,580		
E 600-49400-610 Interest		2,610		
E 600-49400-720 Fiscal Agent Fees			0	
Transfer to Project Account	75,000		75,000	75,000
<b>Department Total</b>	<b>376,470</b>	<b>211,182</b>	<b>165,288</b>	<b>374,904</b>

## **Electric Utility**

### **Revenue**

Electric Revenues are generated by providing electric service to Biwabik Residents. The Biwabik PUC provides electric service to approximately 400 accounts in the City of Biwabik. Wholesale electrical power is purchased from Minnesota Power.

### **Expenses**

The Electric budget includes a portion of the personnel costs for City staff.

The largest expense is the Electric Utilities line which covers the cost of the wholesale electricity that we purchase from MN Power which we then sell to our retail users.

<b>Electrical</b>	2022 Budget	YTD 7/1/2022	2022 Balance	Proposed 2023
Revenue				
R 601-49550-31900 Late Fees				
R 601-49550-36200 Miscellaneous Revenues		7,775		
R 601-49550-36210 Interest Earnings	12,000			
R 601-49550-37100 Residential	505,000	214,955	290,045	485,000
R 601-49550-37150 Commercial	215,000	114,607	100,393	195,000
R 601-49550-37160 Penalty	5,000	3,893	1,107	5,000
R 601-49550-37170 Municipal	14,500	13,997	503	17,100
R 601-49550-37600 Heat Utility Sales				
<b>Department Total</b>	<b>751,500</b>	<b>355,227</b>	<b>392,048</b>	<b>702,100</b>

Expenditures				
E 601-49550-100 Wages and Salaries	28,125	12,993	15,132	28,969
E 601-49550-121 PERA	2,363	974	1,389	2,173
E 601-49550-122 FICA	1,746	1,063	684	1,799
E 601-49550-131 Employer Paid Health	15,663	5,409	10,254	15,296
E 601-49550-133 Employer Paid Dental	150	77	73	150
E 601-49550-134 Employer Paid Life	50		50	50
E 601-49550-200 Office Supplies	1,000		1,000	1,000
E 601-49550-300 Professional Svcs	50,000	16,481	33,519	40,000
E 601-49550-301 Auditing and Acct g Services	3,300		3,300	3,300
E 601-49550-303 Engineering Fees			0	
E 601-49550-306 Commissioner Salary	2,400	900	1,500	2,400
E 601-49550-309 EDP, Software and Design	1,000	859	142	1,000
E 601-49550-321 Telephone			0	500
E 601-49550-322 Postage	1,500	629	871	1,500
E 601-49550-331 Conference Expenses			0	
E 601-49550-352 General Notices and Pub Info			0	
E 601-49550-362 Insurance			0	
E 601-49550-381 Electric Utilities	465,000	339,085	125,915	537,000
E 601-49550-383 Gas Utilities			0	
E 601-49550-386 Energy Star Rebate	1,000	450	550	1,000
E 601-49550-400 Repairs & Maint Cont	159,300		159,300	50,000
E 601-49550-401 Repairs/Maint Buildings			0	
E 601-49550-402 Decorative Lighting Repair			0	
E 601-49550-430 Miscellaneous	1,000	219	781	1,000
E 601-49550-433 Dues and Subscriptions	2,676	2,368	308	2,676
E 601-49550-436 Bank Fees			0	
E 601-49550-611 Investment	12,100		12,100	12,100
<b>Department Total</b>	<b>748,374</b>	<b>381,507</b>	<b>366,867</b>	<b>701,912</b>

## **Wastewater Utility**

### **Revenue**

Wastewater Revenues are generated by providing water service to Biwabik Residents. The Biwabik PUC provides wastewater service to approximately 690 accounts in the City of Biwabik. The extension of wastewater service to the Voyageurs Retreat development will continue to expand the customer base in years to come. New customers are also charged a Water Access Charge when hooking on to the system for the first time.

### **Expenses**

The Wastewater budget includes a portion of the personnel costs for City staff.

The largest expense is the Professional Services line which covers the contract we have with a private company to provide operation on maintenance of the system.

<b>Wastewater</b>	2022 Budget	YTD 7/1/2022	2022 Balance	Proposed 2023
Revenue				
R 602-49450-31900 Late Fees				
R 602-49450-36210 Interest Earnings				
R 602-49450-37100 Residential	250,000	128,855	121,145	265,000
R 602-49450-37150 Commercial	33,000	17,486	15,514	26,500
R 602-49450-37160 Penalty	2,000	1,382	618	1,000
R 602-49450-37250 Connect/Reconnect Fee				
<b>Department Total</b>	<b>285,000</b>	<b>147,724</b>	<b>137,276</b>	<b>292,500</b>

<b>Expenditures</b>				
E 602-49450-100 Wages and Salaries	53,125	12,993	40,132	53,969
E 602-49450-121 PERA	2,109	974	1,135	2,173
E 602-49450-122 FICA	1,746	1,063	684	1,799
E 602-49450-131 Employer Paid Health	15,663	5,409	10,254	15,296
E 602-49450-133 Employer Paid Dental	150	77	73	150
E 602-49450-134 Employer Paid Life	50		50	50
E 602-49450-151 Worker s Comp Insurance Prem			0	
E 602-49450-200 Office Supplies	500		500	500
E 602-49450-205 Equipment Repair	500	2,823	-2,323	3,200
E 602-49450-212 Vehicle Gas/Diesel Fuel			0	
E 602-49450-215 Shop Supplies	250		250	
E 602-49450-300 Professional Svcs	109,700	29,648	80,052	112,991
E 602-49450-301 Auditing and Acct g Services	3,200		3,200	3,200
E 602-49450-303 Engineering Fees			0	
E 602-49450-304 Legal Fees	2,000		2,000	2,000
E 602-49450-306 Commissioner Salary	2,400	900	1,500	2,400
E 602-49450-309 EDP, Software and Design	3,950	859	3,092	3,950
E 602-49450-321 Telephone	500		500	500
E 602-49450-322 Postage	550	629	-79	550
E 602-49450-331 Conference Expenses	833		833	833
E 602-49450-352 General Notices and Pub Info	688		688	688
E 602-49450-354 Application/Permit fees/licens	1,500	1,450	50	1,500
E 602-49450-362 Insurance	2,500		2,500	2,500
E 602-49450-381 Electric Utilities	10,300	8,818	1,482	10,300
E 602-49450-383 Gas Utilities	1,500		1,500	1,500
E 602-49450-400 Repairs & Maint Cont	12,000		12,000	12,000
E 602-49450-415 Equipment	500	625	-125	500
E 602-49450-430 Miscellaneous			0	
E 602-49450-433 Dues and Subscriptions	1,676		1,676	1,676
E 602-49400-530 Loan Payment (PUC)			0	
E 602-49450-610 Interest	0		0	0
E 602-49450-611 Investment	12,100		12,100	12,100
Transfer to Project Account	45,000		45,000	45,000
<b>Department Total</b>	<b>284,991</b>	<b>66,267</b>	<b>218,724</b>	<b>291,324</b>

## **Solid Waste Utility**

### **Revenue**

Solid Waste Revenues are generated by providing service to Biwabik Residents. The Biwabik PUC provides solid waste collection service to approximately 500 accounts in the City of Biwabik. The City contracts with East Mesabi Sanitation for curbside pickup.

### **Expenses**

The Solid Waste budget includes a portion of the personnel costs for City staff.

The largest expense is the Professional Services line which covers the cost of the contractor who provides curb-side pickup of trash.

<b>Refuse</b>	2022 Budget	YTD 7/1/2022	2022 Balance	Proposed 2023
Revenue				
R 603-49500-31900 Late Fees	1,215	608	607	1,500
R 603-49500-37100 Residential	130,000	52,668	77,332	142,000
R 603-49500-37150 Commercial	18,000	9,222	8,778	25,000
R 603-49500-37310 Bag Sales		1,822		3600
<b>Department Total</b>	<b>149,215</b>	<b>64,320</b>	<b>86,717</b>	<b>172,100</b>

Expenditures				
E 603-49500-100 Wages and Salaries	4,439	2,110	2,329	4,709
E 603-49500-121 PERA	665	158	507	353
E 603-49500-122 FICA	275	161	114	292
E 603-49500-131 Employer Paid Health	3,651	1,332	2,318	3,533
E 603-49500-133 Employer Paid Dental	30	23	7	30
E 603-49500-134 Employer Paid Life	10		10	10
E 603-49500-151 Worker s Comp Insurance Prem			0	
E 603-49500-200 Office Supplies	100		100	100
E 603-49500-212 Vehicle Gas/Diesel Fuel			0	
E 603-49500-217 Refuse Supplie (Bags)	3,200	4,484	-1,284	5,500
E 603-49500-300 Professional Srvs	65,000	48,847	16,153	83,000
E 603-49500-301 Auditing and Acct g Services			0	
E 603-49500-309 EDP, Software and Design	500		500	500
E 603-49500-310 Admin Fees (to County)			0	
E 603-49500-321 Telephone			0	
E 603-49500-322 Postage		629	-629	
E 603-49500-352 General Notices and Pub Info			0	
E 603-49500-362 Insurance			0	
E 603-49500-384 Transfer Station Tipping Fees	30,000	14,374	15,626	30,000
E 603-49500-385 Solid Waste Mngmt Fee	25,500		25,500	25,500
E 603-49500-437 Commercial Refuse Hauling	15,500	8,567	6,933	17,200
<b>Department Total</b>	<b>148,870</b>	<b>80,687</b>	<b>68,183</b>	<b>170,728</b>

	Employee	Annual Wage	Longevity	Standby	Sft Diff & Holiday	OT	PERA	FICA	M'Care	Union Pension	Hlth Ins	Life Ins	Dntl	Glasses	Uni's, etc	Total
	Mayor	3,600	0	0	0	0	0	223	52	0	0	0	0	0	0	3,875
	Councilor	3,000	0	0	0	0	0	186	44	0	0	0	0	0	0	1,938
	Councilor	3,000	0	0	0	0	0	186	44	0	0	0	0	0	0	1,938
	Councilor	3,000	0	0	0	0	0	186	44	0	0	0	0	0	0	1,938
	Councilor	3,000	0	0	0	0	0	186	44	0	0	0	0	0	0	1,938
	<b>City Council</b>	<b>15,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>967</b>	<b>226</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,793</b>
	PUC Chair	2,400	0	0	0	0	0	149	35	0	0	0	0	0	0	2,584
	Commissioner	1,800	0	0	0	0	0	112	26	0	0	0	0	0	0	1,938
	Commissioner	1,800	0	0	0	0	0	112	26	0	0	0	0	0	0	1,938
	<b>PUC Commission</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>372</b>	<b>87</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,459</b>
	GF-Admin	65,860	0	0	0	0	4,940	4,083	955	0	6,701	69	210	0	0	82,818
	Elec 10%	9,409	0	0	0	0	706	583	136	0	957	10	30	0	0	11,831
	Wtr 10%	9,409	0	0	0	0	706	583	136	0	957	10	30	0	0	11,831
	WWTR 10%	9,409	0	0	0	0	706	583	136	0	957	10	30	0	0	11,831
<b>1</b>	<b>City Administrator</b>	<b>94,086</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,056</b>	<b>5,833</b>	<b>1,364</b>	<b>0</b>	<b>9,572</b>	<b>99</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>118,312</b>
	GL-Acctg 70%	38,025.54	0	0	0	0	2,852	2,377	551	0	26,168	69	210	0	0	70,253
	Elec 10%	5,432.22	0	0	0	0	407	340	79	0	3,738	10	30	0	0	10,036
	Wtr 10%	5,432.22	0	0	0	0	407	340	79	0	3,738	10	30	0	0	10,036
	WWTR 10%	5,432.22	0	0	0	0	407	340	79	0	3,738	10	30	0	0	10,036
<b>2</b>	<b>Deputy Clerk</b>	<b>54,322.20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,074</b>	<b>3,395</b>	<b>788</b>	<b>0</b>	<b>37,383</b>	<b>99</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>100,361</b>
	Elec 30%	14,128.41	0	0	0	0	1,060	876	205	0	10,600	30	90	0	0	26,989
	Wtr 30%	14,128.41	0	0	0	0	1,060	876	205	0	10,600	30	90	0	0	26,989
	WWTR 30%	14,128.41	0	0	0	0	1,060	876	205	0	10,600	30	90	0	0	26,989
	Refuse 10%	4,709.47	0	0	0	0	353	292	68	0	3,533	10	30	0	0	8,996
<b>3</b>	<b>Billing Clerk/AA</b>	<b>47,094.69</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,532</b>	<b>2,920</b>	<b>683</b>	<b>0</b>	<b>35,334</b>	<b>99</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>89,962</b>
	PW Foreman	61,398	0	0	150	500	4,605	3,847	890	4,992	21,084	80	300	200	400	98,446
	Equip Operator	58,133	0	0	150	500	4,360	3,645	843	4,992	21,084	80	300	200	400	94,686
<b>4</b>	<b>Equip Operator</b>	<b>58,133</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>500</b>	<b>4,360</b>	<b>3,645</b>	<b>843</b>	<b>4,992</b>	<b>21,084</b>	<b>80</b>	<b>300</b>	<b>200</b>	<b>400</b>	<b>94,686</b>
<b>5</b>	<b>Equip Operator</b>	<b>58,133</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>500</b>	<b>4,360</b>	<b>3,645</b>	<b>843</b>	<b>4,992</b>	<b>21,084</b>	<b>80</b>	<b>300</b>	<b>200</b>	<b>400</b>	<b>94,686</b>
<b>6</b>	<b>Summer Help</b>	<b>15,360</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>952</b>	<b>223</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,535</b>
<b>7</b>	<b>GF Pub Wrks Total</b>	<b>251,156</b>	<b>0</b>	<b>0</b>	<b>600</b>	<b>2,000</b>	<b>17,685</b>	<b>15,733</b>	<b>3,642</b>	<b>19,968</b>	<b>84,336</b>	<b>320</b>	<b>1,200</b>	<b>800</b>	<b>1,600</b>	<b>399,039</b>
	TOTALS	468,259	0	0	600	2,000	32,347	29,220	6,790	19,968	166,626	617	2,100	800	1,600	730,927



**2019 CITY OF BIWABIK TAXES****1.227**

Market Value	Homestead Exemption	Taxable Value	Tax Rate	Tax Before Taconite Credit	Taconite Credit	City Tax
70,000	28,000	42,000	0.01227	515	195	320
100,000	28,240	71,760	0.01227	880	195	685
300,000	10,240	289,760	0.01227	3,555	195	3,360
400,000	1,240	398,760	0.01227	4,893	195	4,698
500,000		500,000	0.01227	6,135	195	5,940

**2020 CITY OF BIWABIK TAXES****1.320**

Market Value	Homestead Exemption	Taxable Value	Tax Rate	Tax Before Taconite Credit	Taconite Credit	City Tax
70,000	28,000	42,000	0.01320	554	195	359
100,000	28,240	71,760	0.01320	947	195	752
300,000	10,240	289,760	0.01320	3,823	195	3,628
400,000	1,240	398,760	0.01320	5,262	195	5,067
500,000		500,000	0.01320	6,598	195	6,403

**2021 CITY OF BIWABIK TAXES****1.336**

Market Value	Homestead Exemption	Taxable Value	Tax Rate	Tax Before Taconite Credit	Taconite Credit	City Tax
70,000	28,000	42,000	0.01336	561	195	366
100,000	28,240	71,760	0.01336	958	195	763
300,000	10,240	289,760	0.01336	3,870	195	3,675
400,000	1,240	398,760	0.01336	5,326	195	5,131
500,000		500,000	0.01336	6,678	195	6,483

**2022 CITY OF BIWABIK TAXES****1.583**

Market Value	Homestead Exemption	Taxable Value	Tax Rate	Tax Before Taconite Credit	Taconite Credit	City Tax
70,000	28,000	42,000	0.01583	665	195	470
100,000	28,240	71,760	0.01583	1,136	195	941
300,000	10,240	289,760	0.01583	4,587	195	4,392
400,000	1,240	398,760	0.01583	6,313	195	6,118
500,000		500,000	0.01583	7,915	195	7,720

**2023 CITY OF BIWABIK TAXES****1.352**

Market Value	Homestead Exemption	Taxable Value	Tax Rate	Tax Before Taconite Credit	Taconite Credit	City Tax
70,000	28,000	42,000	0.01352	568	195	373
100,000	28,240	71,760	0.01352	970	195	775
300,000	10,240	289,760	0.01352	3,918	195	3,723
400,000	1,240	398,760	0.01352	5,392	195	5,197
500,000		500,000	0.01352	6,761	195	6,566

**DATE:** December 5, 2022

**AGENDA ITEM:** Review of Snow Plowing and Ice Control Policy

**BACKGROUND:** Councilor Wallert requested a review of the Snow and Ice Control Policy that we have on the books to lay out the guidelines for winter maintenance in the City of Biwabik. The policy was last updated in 2015 after conversations with the public, Councilors, and staff. This policy is important; both to convey our standards to the public, and to clearly lay our expectations for staff.

**ATTACHMENTS:**

- A. City of Biwabik Snow Plowing and Ice Control Policy

**STAFF RECOMMENDATION:** Discussion

# CITY OF BIWABIK

## SNOW PLOWING AND ICE CONTROL POLICY

### 1. INTRODUCTION

The City of Biwabik finds that it is in the best interest of the residents of the city to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The city will attempt to provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The city will use city employees, equipment and/or private contractors to provide this service. This policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and all others that may be using public streets, of their responsibility to act in a reasonable, prudent and cautious manner, given the prevailing street conditions.

### 2. WHEN WILL CITY START SNOW OR ICE CONTROL OPERATIONS?

The Working Foreman will decide when to begin snow or ice control operations.

The criteria for that decision are:

- A. Snow accumulation of two (2) inches or more;
- B. Drifting of snow that causes problems for travel;
- C. Icy conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets.

General start times will be as follows:

2 inches or less snow removal operations will be conducted during normal working hours.

4 inches or more will trigger an early callout. Start time for an early callout will be 5:00 a.m.

These times can be adjusted by the working foreman if he determines that it is safer or more efficient to start earlier.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently snowplowing operations (including sidewalks) will not generally be conducted for snowfall of less than two (2) inches.

### 3. HOW SNOW WILL BE PLOWED

Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right on two-way streets. The discharge shall go onto the boulevard area of the street or avenue. Streets and avenues will be plowed from gutter line to gutter line. Alleys will be plowed as wide as the asphalt. Benching operations will take place during normal working hours and between snow events to make room for additional snow.

### 4. SNOW REMOVAL

The Working Foreman will determine if and when snow will be removed from the area by truck. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have

been completed. Snow removal operations may also be delayed depending on weather conditions, personnel and budget availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located so as to minimize environmental problems.

## **5. PRIORITIES AND SCHEDULE OF STREETS TO BE PLOWED**

Streets and avenues will receive first priority. Generally one unit starts on the avenues and one unit starts on the streets. The unit plowing the streets will leave downtown when notified that the Township plow is in Voyagers Retreat, and then return to city street plowing. Immediately after the city hall parking lot is completed the ally plowing will be started. The clearing of fire hydrants will be done during normal working hours and between or after snow events. Fire hydrants should remain a priority of the public works department to insure hydrant access in the event of a fire.

## **6. WORK SCHEDULE FOR SNOWPLOW OPERATORS**

Snowplow operators will be expected to work eight-hour shifts. In severe snow emergencies, operators sometimes have to work in excess of eight-hour shifts. After twelve-hour shift, the operators will be replaced if additional qualified personnel are available.

## **7. TRAFFIC REGULATIONS**

The city recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on city streets have discretion to disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school children safety, when in their judgment, it is safe to disregard such laws. The privileges granted herein to operators of snow removal and ice control vehicles shall apply only if the vehicle is equipped with one lighted lamp displaying a flashing, oscillating, or rotating amber light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees.

## **8. WEATHER CONDITIONS**

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of snowplow operators and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds, and limited visibility.

## **9. USE OF SAND, SALT, AND OTHER CHEMICALS**

The city will use sand, salt, and other chemicals when there are hazardous ice or slippery conditions. The city is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

## **10. SIDEWALKS**

The city will maintain some of the sidewalks in the city as a courtesy to pedestrians as time allows

The removal of snow on sidewalks by the city staff as a courtesy does NOT exempt the property owner from responsibility for snow removal on the sidewalk under City Code Section 500. (attached) It is the responsibility of the resident and/or property owner to remove all accumulated snow from all other sidewalks along public streets adjoining their property. This includes any snow plowed from public streets onto the sidewalk.

If the City deems it necessary to remove snow placed by a private business or person on a City sidewalk that the City has plowed, the City Administrator shall recover said costs in accordance with Local Ordinances and State Law or Court Proceedings.

#### **11. MAILBOXES**

Snow material coming into contact with a mailbox is a common obstacle snowplow operators face during storm activities. The city will conduct a review of each mailbox incident to determine whether the city will provide reimbursement for the mailbox. The Minnesota Department of Transportation guidelines for mailboxes will be used in this determination. A copy of said policy shall become part of this policy (attached). Only mailboxes actually hit by a snowplow will be the responsibility of the city. The city will not be responsible for damage to mailboxes or support posts caused by snow or ice coming into contact with the mailbox. The city may reimburse the mailbox owner up to \$50.00 for the actual replacement of the mailbox and post.

#### **12. COMPLAINT PROCEDURE**

A written complaint form is available at City Hall and must be filled out in its entirety. Complaints requiring service will be transferred to a work request and forwarded to the appropriate supervisor for scheduling. Emergency complaints will be handled in an expeditious manner as resources are available. At no time should a citizen or property owner try to stop a moving vehicle, especially snow plowing equipment. This is a dangerous practice and can cause potential harm to all involved.

#### **13. POLICY TO ACT AS GUIDELINE**

These are general operating guidelines for snow and ice control operations. These guidelines can and will be affected by many different circumstances. The Working Foreman has the discretion to alter the operational guidelines based on the event or circumstances at the time. The Working Foreman may deviate from this policy when in his or her judgment it is in the best interest of the city or is necessary because of budget needs or other circumstances.

#### **14. REVIEW AND MODIFICATION OF POLICY**

The City Administrator shall keep on file all comments and complaints regarding this policy. The policy will be reviewed biannually. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.



**DATE:** November 14, 2022

**AGENDA ITEM:** Approval of Campground Host Contract

**BACKGROUND:** The City Attorney drafted the attached campground host contract as directed by the Council at the October meeting. The City Attorney met with Councilor Wallert, Councilor Biondich, and me to review the contracts we've used in the past and to discuss concerns about what should be included in a new contract. The included contract lays out the framework of what is expected of the host and of the City.

There are some items that need to be finalized by the Council as explained in the Attorney's memo:

1. Length of Contract
2. Compensation
3. Office Hours

The final decision for the contract will be the selection of the host.

**ATTACHMENTS:**

- A. Memo from City Attorney
- B. Proposed Contract Drafted by City Attorney

**STAFF RECOMMENDATION:** Approve as Presented